# Army DCIPS Transition Manager Summit

4-5 February 2009

DCIPS

DEFENSE CIVILIAN INTELLIGENCE PERSONNEL SYSTEM

# O P P O R T U N I T Y

Opportunity tends to present itself the more one branches out.

# Army Welcome

LTG John F. Kimmons
HQDA, Deputy Chief of Staff, G-2

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# DoD Welcome

Mr. Jim Seacord
Acting Director Human Capital Office,
USD(I)

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# Agenda – 4 Feb 2009

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| | |
|---|---|
| (0800) Army Welcome | LTG John F. Kimmons |
| (0815) DoD Welcome | Mr. Jim Seacord |
| (0830) Introductions | Ms. Yolanda Watson |
| (0900) DCIPS Overview & Status | Ms. Yolanda Watson |
| (1000) Resource Management | Ms. Tammy Williams |
| (1045) Break | |
| (1100) Readiness Tool Review | Ms. Vieanna Huertas |
| (1130) DCIPS Training | Ms. Jessica Mims |
| (1200) Lunch | |
| (1330) Performance Management | Ms. Vieanna Huertas |
| (1500) Break | |
| (1515) Open Discussion of Day's Topics | |
| (1630) Wrap-up | |

# Agenda – 5 Feb 2009

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- (0800) Welcome and Review — Ms. Yolanda Watson
- (0900) Army Policy Development — Mr. Mark Johnson
- (0930) Occupational Structure — Ms. Norma Taylor
- (1045) Break
- (1100) Pay Pool Update — Mr. Mark Johnson
- (1130) Communication Activities — Mr. Ben Long
- (1200) Lunch
- (1330) Conversion Readiness Panel
- (1415) BETA Group — Ms. Yolanda Watson
- (1515) Break
- (1530) Open Discussion
- (1645) Feedback Survey
- (1700) Wrap-up & Close

# Introductions

Ms. Yolanda Watson
Chief Intelligence Personnel Management Office (IPMO)
HQDA G-2

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# Notes

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# DCIPS Overview and Status

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# Driving Organizational Performance

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- DCIPS/IPMO Review
- DCIPS Implementation Accomplishments
- DCIPS Implementation Timeline
- TM Support to Implementation

# DCIPS - Title 10 HR System
# Army Co-Proponency

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***DCS, G-1***

***DCS, G-2***

**Partners in:**

- Policy Development
- Planning
- Implementation
- System Management
- Evaluation

# Intelligence Personnel Management Office (IPMO)

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**MISSION/FUNCTION SINCE 1987:**

- On behalf of Army G-1/G-2, HQDA focal point for civilian Intelligence HR programs and systems
  - **Design, Implement, Administer system-wide policy, programs, procedures, and training tools**
  - **Provide Army-wide advice/assistance and human resource management training to MACOMs, ASCCs, DRUs, SIOs and Supporting Personnel Offices**
- Maintain Liaison with G-1, CSLMO, ASA(M&RA)
- Support Functional Chief of the Intel Career Program
- Administer Centralized Personnel Programs

**Added Mission/Function Since 1996**

- Army liaison to DoD and National Intel Community for IC HR system review, reform, development and integration into IC Programs and DoD Policy

# Organizational Readiness/Impact

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- *Army DCIPS Full Implementation is scheduled for July 2009*
- *Approximately 5K Army DCIPS employees across 46 Commands, ASCCs, and DRUs*
- *Army G-2/HQ INSCOM has agreed to convert approximately 300 employees to performance management only - April 2009*
- *Each Command, ASCC and DRU has a dedicated Transition Manager to assist in conversion*
- *Training – Army G2 is collaborating with Army G1/CHRA to deliver training strategy and classroom training*
- *Deliver all mandatory training to all employees, supervisors, managers (mil and civ) NLT March 09 for Beta Group and May 09 for Non-Beta Group*

# Implementation Accomplishments

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| | |
|---|---|
| ***IPMO DCIPS Program Start-up & Assessment (Design training & communications)*** | ***Sep 07*** |
| ***G-1 Policy Office Brief*** | ***Feb 08*** |
| ***ASA (M & RA) Brief*** | ***Mar 08*** |
| ***G-2 Director's Brief*** | ***Mar 08*** |
| ***AMC Senior Personnel Brief (GG-15 and Above)*** | ***Apr 08*** |
| ***INSCOM Senior Personnel Brief (GG-15 and Above)*** | ***May 08*** |
| ***IMCOM/AMCOM Senior Brief (GG-15 and Above)*** | ***Jul 08*** |
| ***DCIPS Implementation Team (Gov't & Contract)*** | ***Oct 08*** |
| ***Army Beta Test Group (approx 300 employees) identified*** | ***Oct 08*** |
| ***The EYE Newsletter*** | ***Dec 08*** |
| ***DCIPS Implementation Project Plan*** | ***Jan 09*** |

# Army G-2 Implementation Timeline

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Army Beta Group (HQDA DCS, G-2; Army G2X; HQ INSCOM G-1; Army Cryptologic Office

- **31 March 2009** - TAPES rating cycle ends - allows time to conduct close out and complete required training
- **1 April 2009** - Convert to New Performance Management
- **1 April 2009 through 18 July 2009** - Performance Management Test Period - Lessons Learned (approx 3.5 months non-rated period)
- **19 July 2009** - Conversion to Pay Bands
- **19 July 2009 - 30 September 2010** - New rating cycle (approx 14 months)

Army Non-Beta Group (Remaining Army DCIPS GG employees)

- **31 May 2009 -** TAPES rating cycle ends - allows time to conduct close out and complete required training
- **1 June - 18 July 2009 -** Unrated period (Approx 1.5 months)
- **19 July 2009 -** Conversion to New Performance Management and Pay Bands
- **19 July 2009 - 30 September 2010** - New rating cycle (approx 14 months)

Both Groups

- **1 June 2009 -** Moratorium for processing personnel actions
- **19 July 2009 - 31 December 2009** - Performance Period for Mock Pay Pool
- **January 2010** - Receive full Government-wide Pay Increase (GPI) which includes Local Market Supplement
- **February/March 2010** - Conduct Mock Pay Pool
- **March 2010 through August 2010** - Pay Pool Performance Review Authorities review results of mock evaluations and pay pool analysis and modify accordingly; implement internal guidance that aligns with Army and USDI implementing policy
- **November 2010** - First formal pay pool panel meets
- **January 2011** - First performance based pay out

# DCIPS Implementation Mandatory Training

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| | HR | Employees | Managers/ Supervisors | Notes |
|---|---|---|---|---|
| **DCIPS 101** | ✓ | ✓ | ✓ | **1 hour web course** |
| **HR Elements & Performance Management** | ✓ | ✓ | ✓ | **Employees – 1-2 days<br>Mgrs/Sup – 2-3 days<br>HR – 3-4 days** |
| **SMART Objectives Workshop** | ✓ | ✓ | ✓ | **2 hour workshop** |
| **Communication Workshop for Managers/Supervisors** | ✓ | | ✓ | **2 hour workshop** |
| **iSuccess DCIPS** | ✓ | ✓ | ✓ | **1 hour web course** |
| **Pay Pool Overview** | ✓ | ✓ | ✓ | **1 hour web course** |
| **Pay Pool Management for** | ✓ | | **(If Pay Pool Member** | **2.5 days (includes simulation exercise)** |

# Transition Managers

- The Transition Managers (TM) will monitor DA Staff/ACOM, ASCC, DRU and individual activity preparedness; serve as a conduit for information and champion DCIPS implementation at each level within their area of operation (AOR). They will also assist and support DA DCIPS developmental activities.

<u>The following are TM responsibilities:</u>

- Serve as the DA Staff/ACOM/ASCC/DRU link to Army DCIPS Program Manager (DAMI-CP); providing input, assistance and support
- Understand and promote implementation of DCIPS within their AOR
- Serve as a role model for other leaders and encourage their active participation in DCIPS implementation
- Serve as an advocate for training and change management efforts
- Execute change management throughout the DA Staff/MACOM
- Update readiness tool
- Formulate a communication strategy and plan
- Submit recommendations to Army DCIPS Program Manager
- As appropriate, develops reporting instruments and reporting requirements
- Serve as a conduit for data calls

# Resource Management

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# AGENDA

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- DCIPs Resource Related Actions
- DCIPs Implementation Timeline
- WIGI Buy In
- Reporting/Tracking Requirements
- Oversea Pay Differential
- Pay Pools
- Questions & Answers
- Reference Materials

# DCIPs
# Resource Related Actions

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- **Pay Validation**
  - WIGI Buy In
  - Overseas Pay Differential
- **Pay Pool Cost/Funding Structure**
- **Execution Reporting**

# What is the Timeline?

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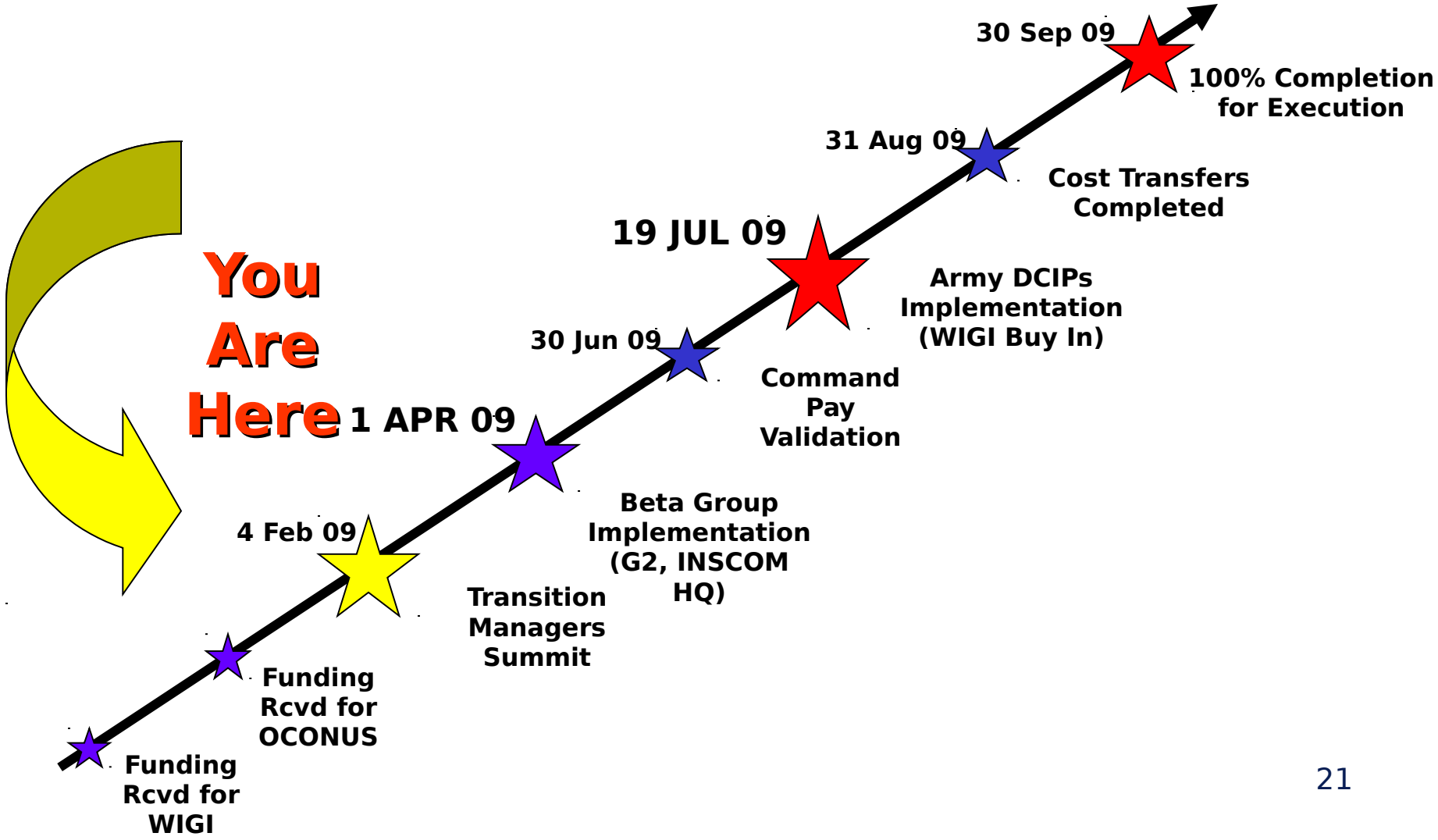

# The Within Grade Increase (WIGI) Buy In

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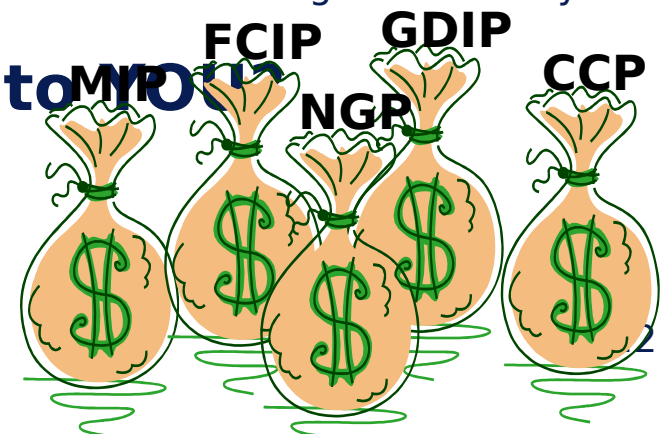
- **Strategy**
  - Army will process the WIGI Buy In in the funding line each civilian currently is funded in. Cost transfers will be processed to off-set payroll funding lines with resources provided for buy-in.
- **Methodology**
  - All employees will convert into DCIPS at their current base pay rate, adjusted for the pro-rata share of their next WGI earned at the date of conversion. The pro-rata share adjustment will be computed as follows: Full calendar days completed toward next due date divided by calendar days in waiting period times value of WGI. Due dates for conversion computation purposes shall be adjusted in accordance with 5CFR, (Reference (h)) requirements for periods in non-pay-status that would normally have affected the WGI due date. The annualized WGI buy-in amount will be added to the employee's base pay rate on the effective date of conversion to establish the initial salary rate under DCIPS. Employees at the 10th step or higher of their Title 10 General-Schedule-equivalent (GG) grade at the time of conversion shall not be eligible for a buy-in adjustment in base pay.
- **Process – How it will come to MDEP?**
  - Army will send funding to each Command via FAD to off-set the cost of the buy-in.



# Reporting/Tracking Requirements

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- **Reporting Requirements**
  - Each Command will be required to report obligations and expenditures beginning Aug. 09 for WIGI buy-in funding and Overseas pay differential separately in your current requirements for MIP and NIP
  - G2 is required to enter this data into the Budget Intelligence Requirements Database (BIRD). BIRD is the database of record for USD(I).
  - WIGI buy-in funding should have 100% obligation by 31 Aug 09.
  - FY09 Overseas differential should have 100% obligation by 30 Sep 09.

# Oversea Pay Differential

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- **New Pay Requirement**
  - Special provision applicable to foreign and non-foreign OCONUS locations. This provision provides authority for Defense Intelligence components currently paying special rates or allowances equivalent to the Washington-Baltimore- Northern Virginia, DC-MD-PA-VA-WV(WDC) locality rate to employees assigned to foreign or non-foreign OCONUS locations to reestablish those rates under this regulation as a common Targeted Local Market Supplement equivalent to the WDC locality rate.
- **Cause/Effect**
  - This Special provision for foreign and non-foreign OCONUS locations may create shortfalls within the organization. Cost transfers will be processed to off-set payroll funding lines with resources provided for OCONUS locations.
- **Allocate**

# Employee Pay Example (CONUS)

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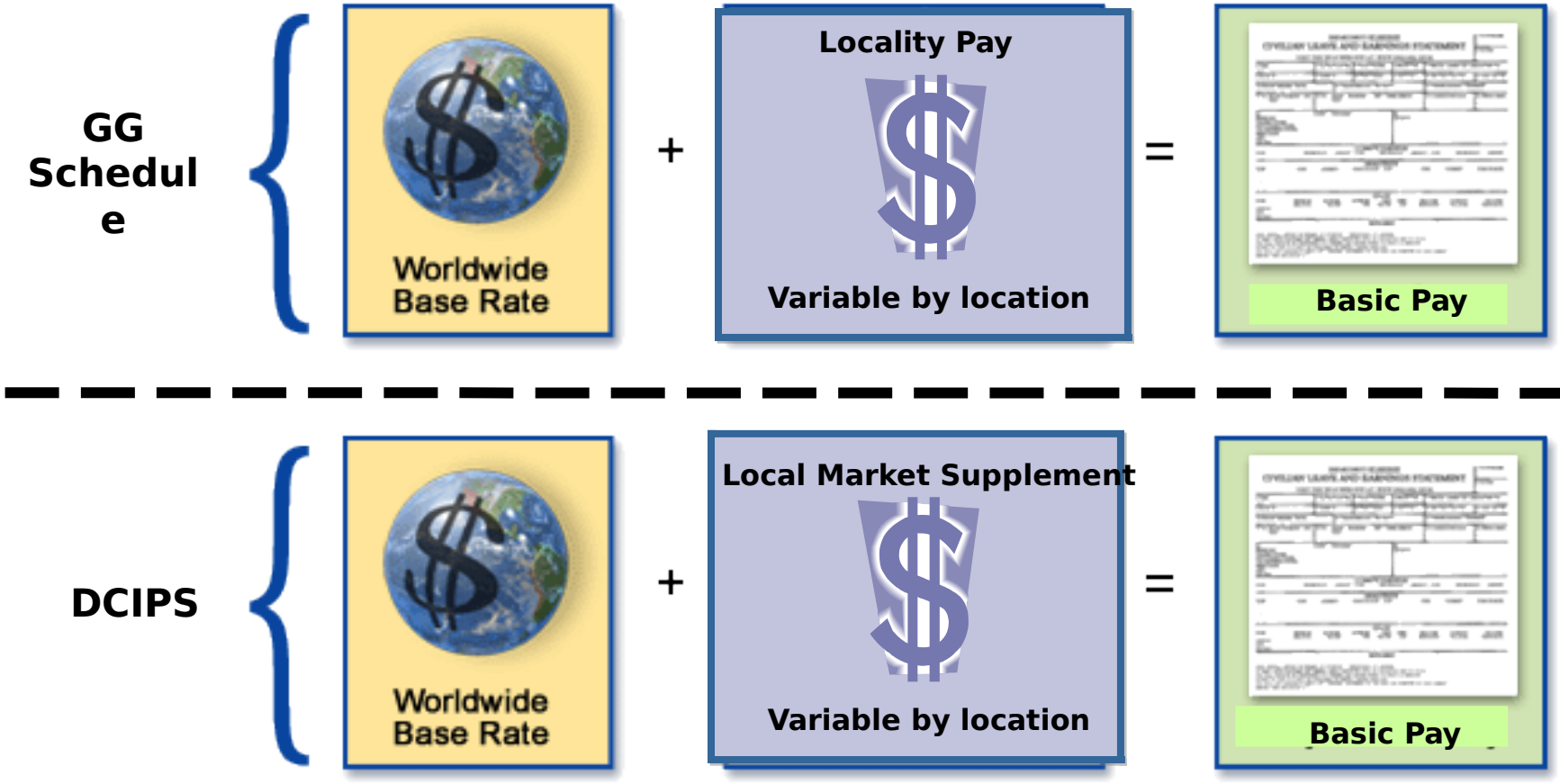

# Employee Pay Example (OCONUS)

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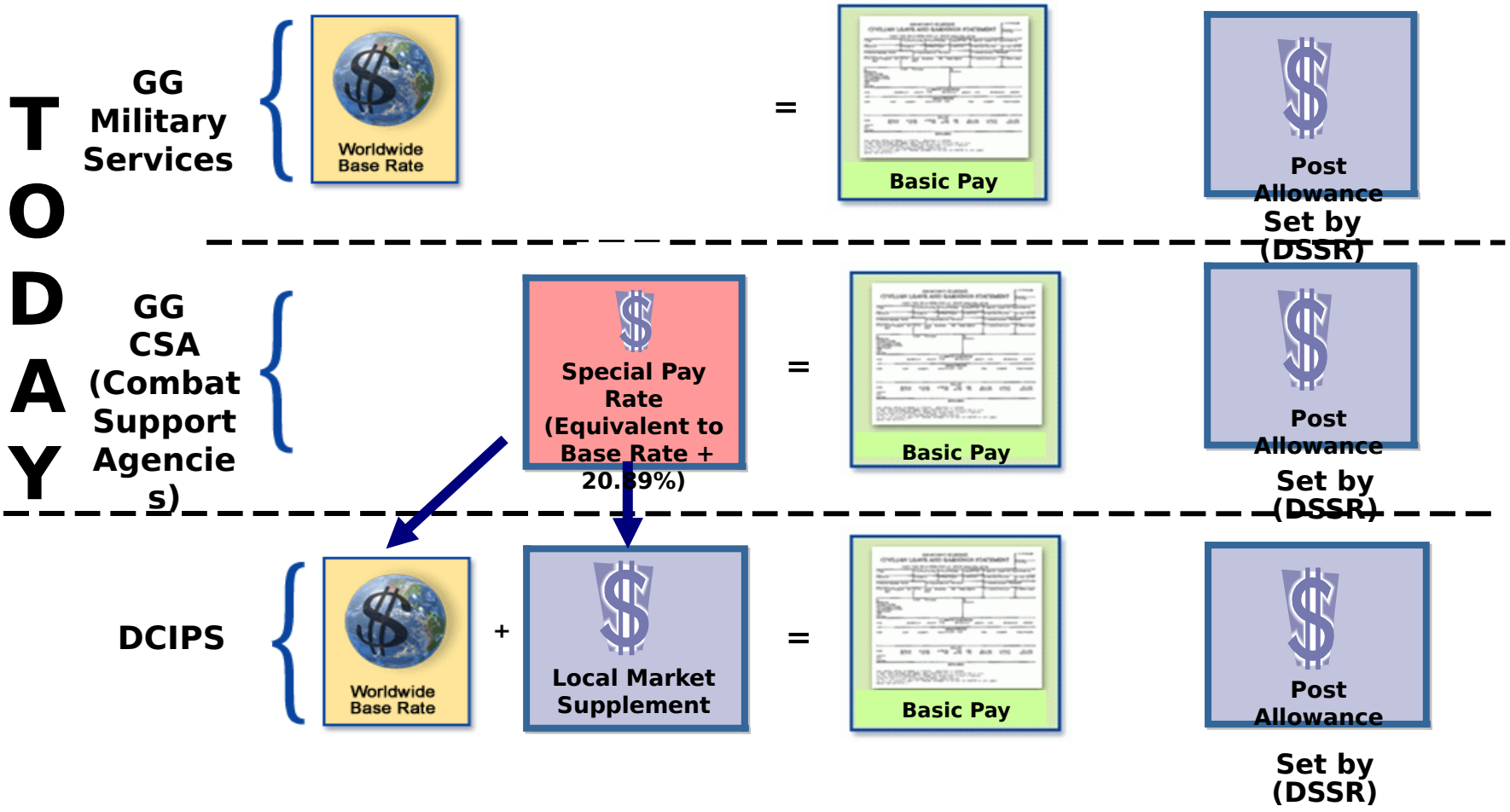

# Employee Pay Example
# Non-Foreign OCONUS

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**Hawaii, Puerto Rico, Virgin Islands, Guam, Alaska, and America Samoa**

**TODAY**

**GG Military Services**

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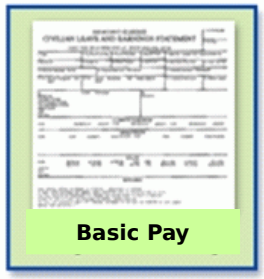
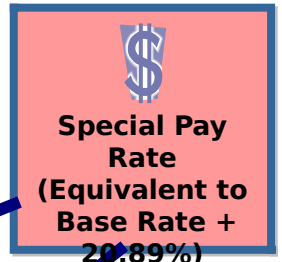


**GG CSA (Combat Support Agencies)**

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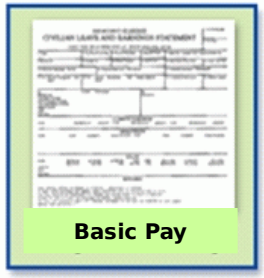

**DCIPS**

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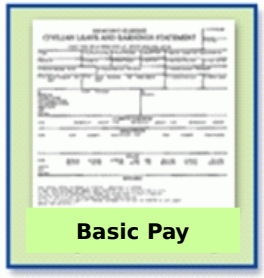

# Pay Pools

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- **How will Pay Pools be Funded?**
  - A percentage from Civilian Pay normally set aside for Step Increases, Promotions, Quality Step Increases, GPI
  - Discretionary salary increase funding can be added by component. Management may set aside a reserve to cover unanticipated mission-driven performance recognition requirements.
- **Process – Normal Course of Business**
  - Planning, Programming, Budgeting, Execution System will not change for Pay of People.
- **Funding will Support Policy Decisions as they are Implemented**

# DCIPS Philosophy: Salary vs. Bonus vs. Awards

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- **DCIPS Philosophy: Salary vs. Bonus vs. Awards**
  - Salary increase and bonus decisions are separate but concurrent and interrelated decisions.
  - Salary increases ensure the appropriate relationship of employee pay to market.
  - Salary increases keep pay competitive, but are performance driven.
  - Bonuses reward extraordinary performance.
  - USD(I) and the DIHRB endorsed rule that, generally, no more than 50% of employees in a pay pool will receive a bonus.
    - Provide balance between meaningful performance recognition and budget
    - Allows broad incorporation of bonuses into compensation philosophy
  - Awards recognize short-term accomplishments and single acts and are awarded throughout the year - not an annual pay pool function.

***DCIPS Volume 2012 and DCIPS Volume 2008 provide guidance on DCIPS performance bonuses and DCIPS Awards***

# Pay Pool Ceilings & Floors

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- **Minimum/Maximum DCIPs Paypool and Bonus funding is being proposed by USD(I)** (Volume 2008 & Volume 2012
- **Decision pending approval**
- **Recommendation:  Annual combined performance bonus and awards budget should be approximately 2.1%**
  - Approximately 1.6% for Bonuses
  - Approximately 0.6% for awards
  - Component variability within narrow range of  ~ 1.5% to 1.7% bonus budget

# Questions & Answers

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- **What about Multiple Funding Streams?**
  - During the pay out/bonus process there will be no “Colors of Money”.
  - Cost transfers will be processed to off-set payroll funding as required, after pay pool payouts are made.
- **How do we address Matrix Personnel?**
  - Matrix personnel will not require a different pay pool structure or rating structure.
  - These personnel may maintain current rating structure.
- **How do we address Reimbursable Personnel?**
  - Reimbursable personnel will not require a different pay pool structure or rating structure.
  - These personnel may maintain current rating structure.
  - Reimbursable funding for civilian pay should not create an issue within the pay pool payout structure.

# Point of Contact

DCIPS
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**HQDA, G2, DCIPs Resources:**

**Ms. Tammy Williams, 703-695-1215**

**tammy.steele.williams@us.army.mil**

# Readiness Tool Review

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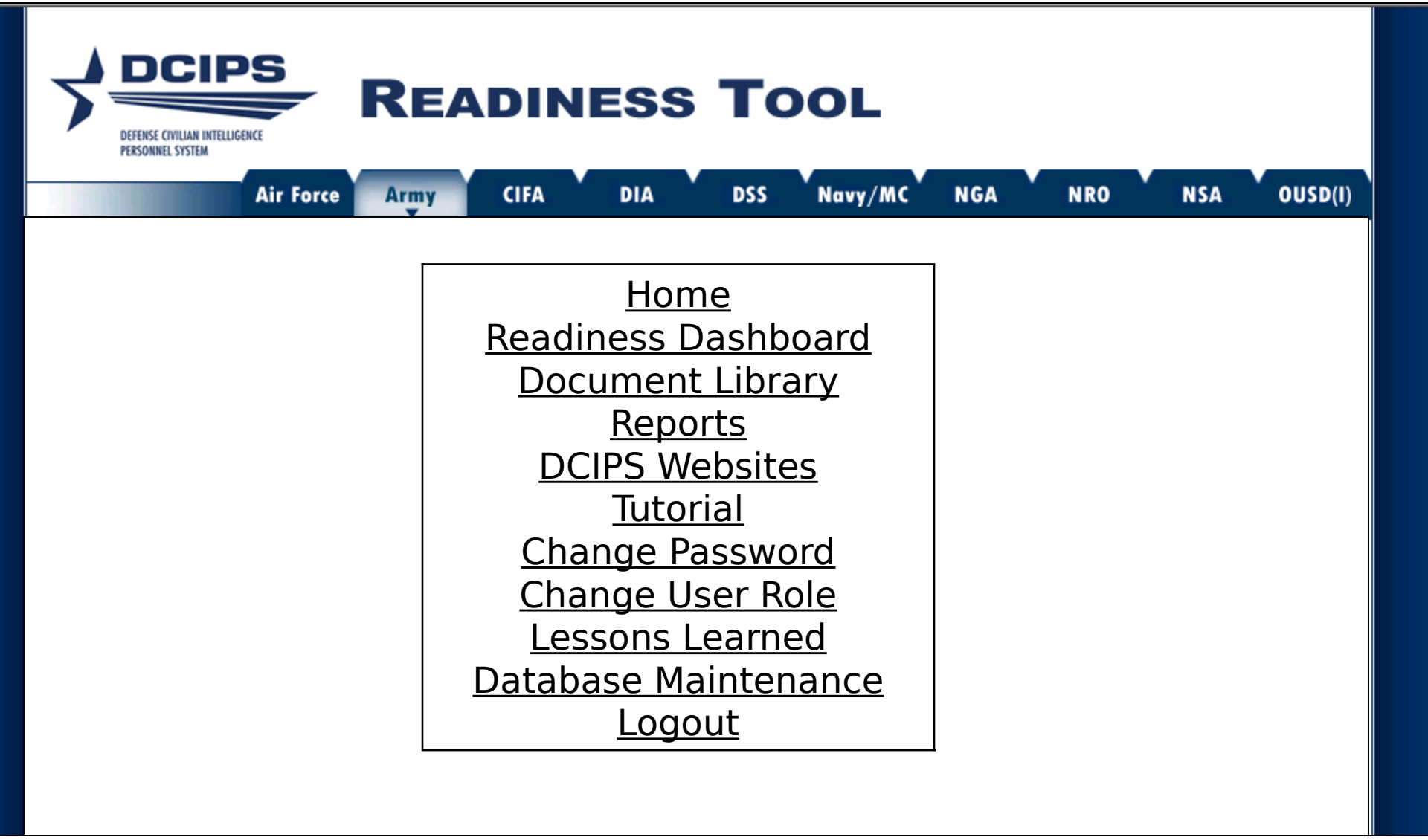
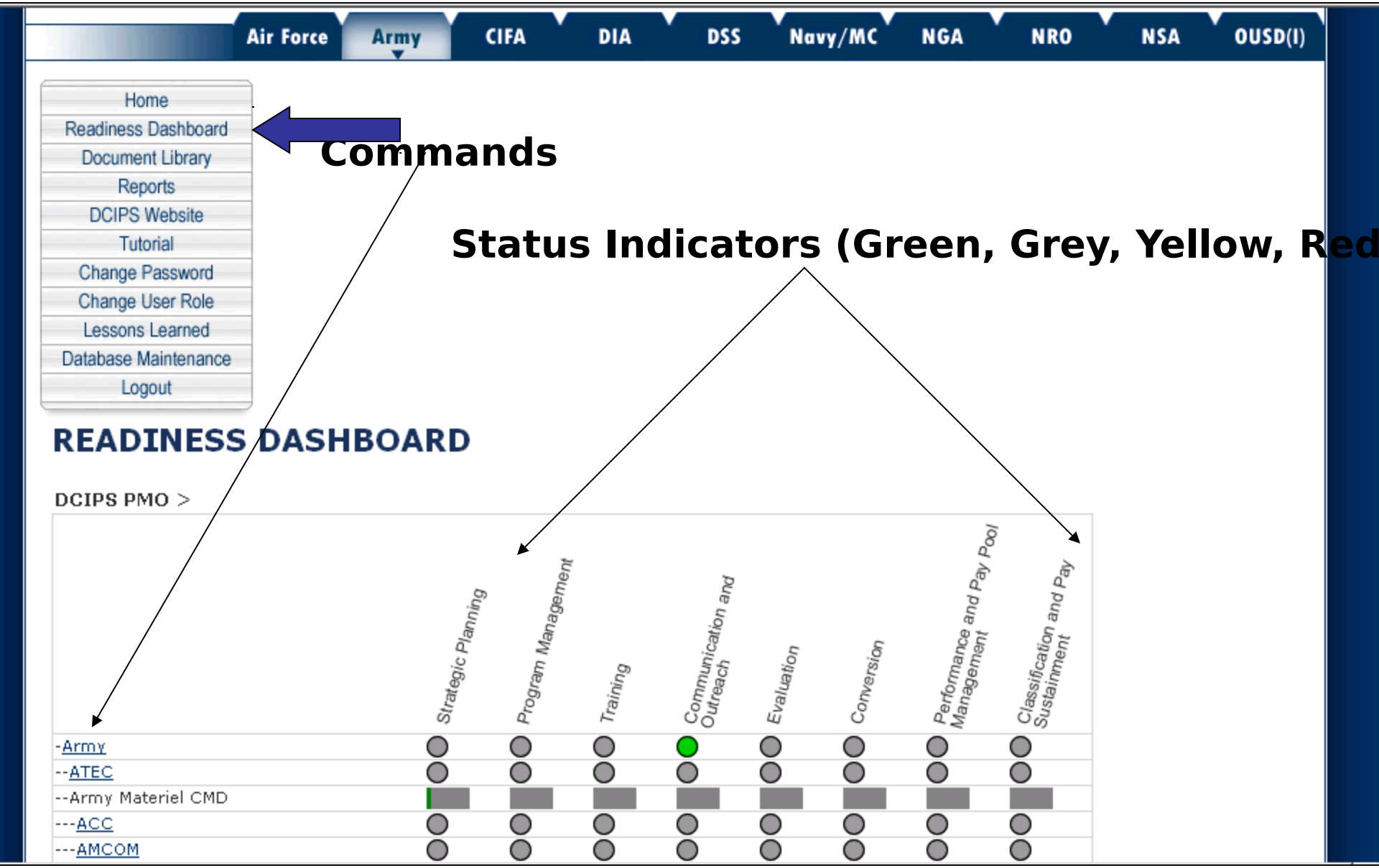
# Readiness Tool Selection Panel

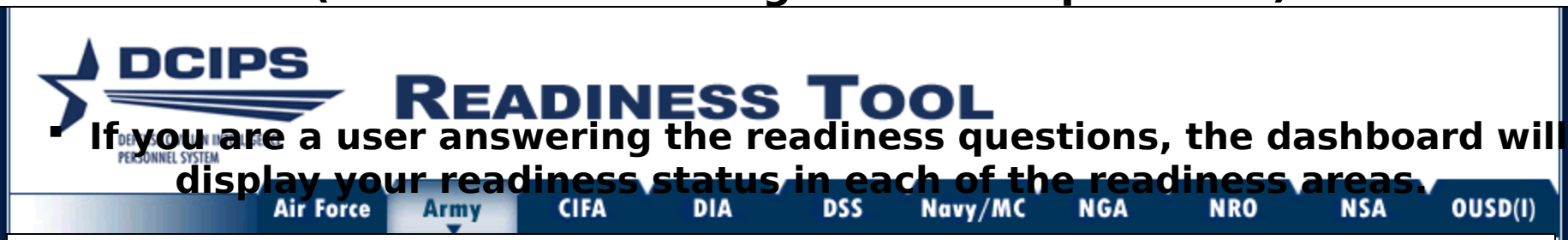


# Readiness Dashboard



# Readiness Dashboard

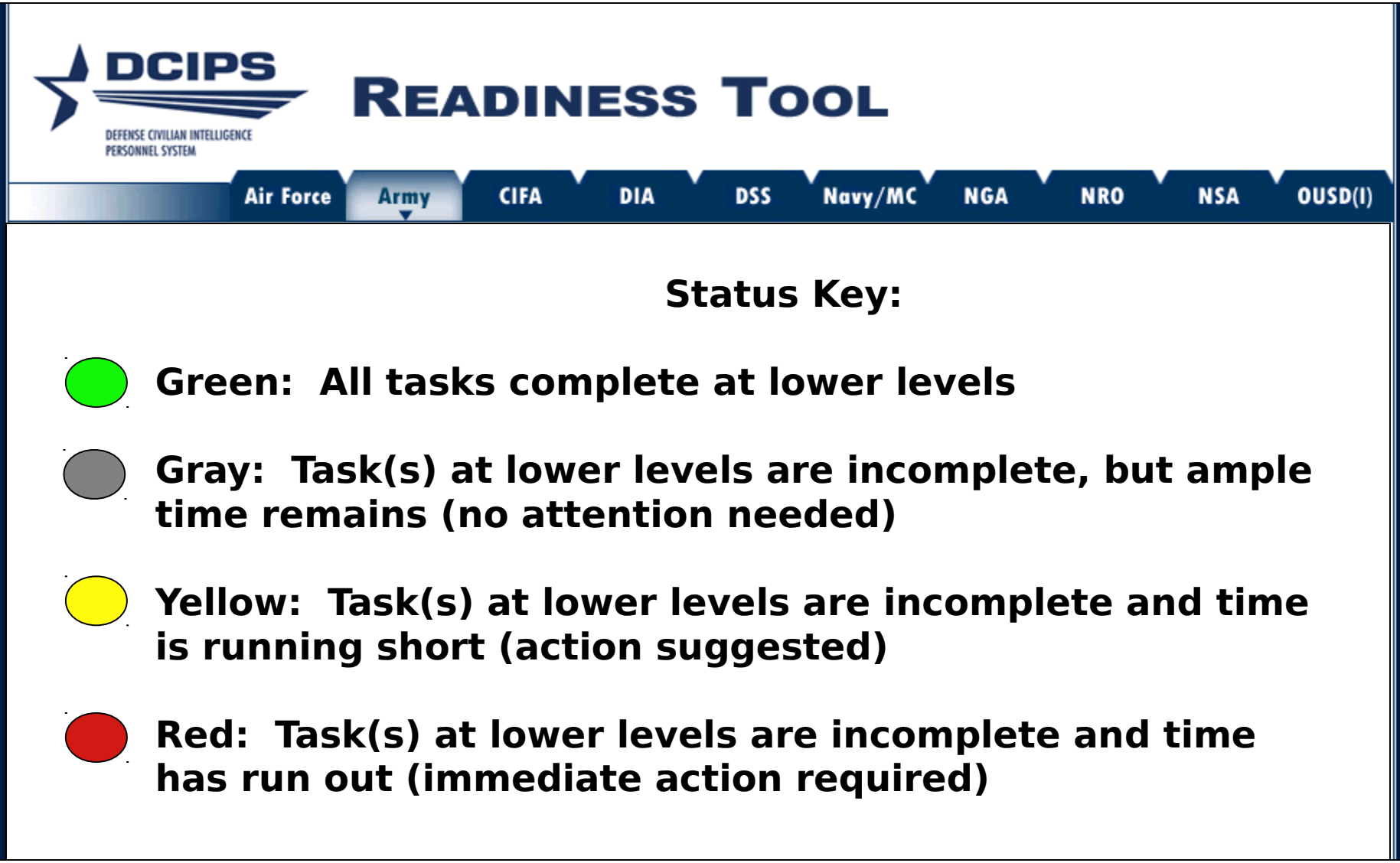
## (for users answering readiness questions)




- If you are a user answering the readiness questions, the dashboard will display your readiness status in each of the readiness areas.
  - The status is displayed in two ways.
    - ✓ First, a status light displays the lowest level of question status in that area.
      - For example, there are four questions in the *Communications and Outreach* topic area. If three questions are green and one question is red, then the status light next to *Communications and Outreach* on the dashboard will be red.
    - ✓ The second way status is displayed is through the status bar.
      - The status bar graphically represents the number of questions in each status. In the previous example, the status bar for *Communications and Outreach* would be 75% green and 25% red, since 3 of 4 questions are green and 1 of 4 are red.
  - By clicking on the status bar, a pop-up window will appear that gives the actual numbers and percentages of each status type.

# Sample Readiness Questions

# Readiness Dashboard Status Key



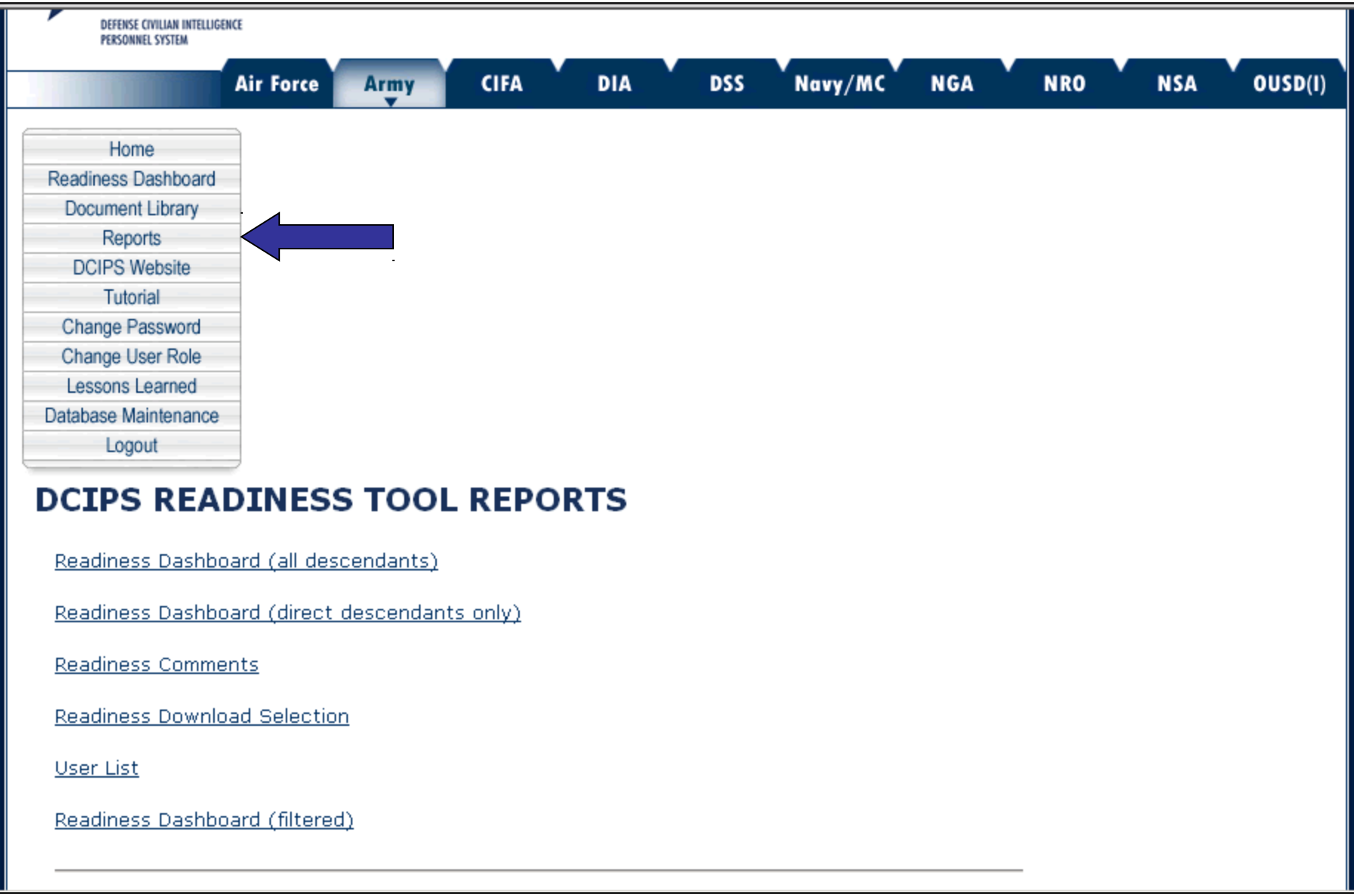
# Document Library Folders (Expandable)

Strategic Planning
Program Management
Training
Communication and Outreach
Evaluation
Conversion
Performance and Pay Pool Management
Classification and Pay Sustainment
*Policy, Guidance, and Procedures*
*Conference and Workshop Materials*

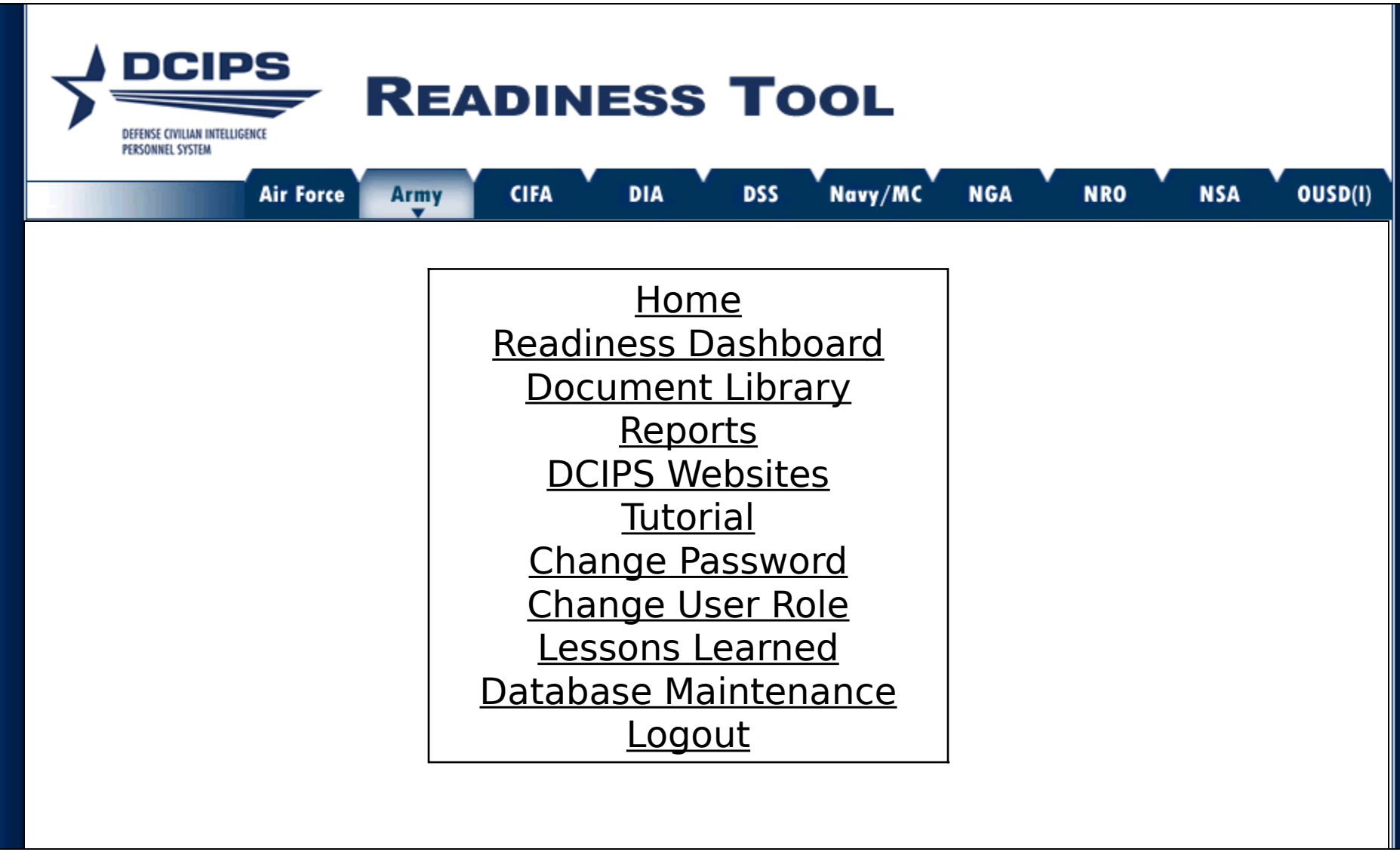
# Readiness Dashboard

## (for users answering readiness questions)

# Readiness Tool Reports



# Readiness Tool Selection Panel



# DCIPS Training

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# DCIPS Training Overview

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- The overall intent of the DCIPS training program is to:
  - Educate the workforce on DCIPS
  - Teach the skills and behavior necessary to fully implement DCIPS
  - Build confidence in DCIPS
  - Facilitate Army's transition to Performance Management and Pay Bands
- DCIPS training will be Mandatory
- Army G-2 is collaborating with Army G-1/CHRA to finalize training strategy and delivery
- Deliver all mandatory training to all employees, supervisors, managers (mil and civ) NLT May 09

# Training Strategy

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- Initial training developed by HCMO/Contractors

DCIPS Training includes

- DCIPS technical training developed by HCMO/Contractors
  - Managing Performance (Manger/Supervisors)
  - Driving Performance Through Dialogue (All Employees)
  - Understanding Performance Management (Employees)
  - Core Elements of DCIPS (All Employees)
  - SMART Objective (All Employees)

- Follow-on, supplemental and sustainment training selected and/or developed by the Army Civilian Human Resources Agency (CHRA)
- DCIPS automation tool training

# Training Strategy (cont'd)

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- Training Delivery
  - Individual Commands responsible for training and managing organizational training programs
  - Army G-2 provides overarching architecture

- Tracking Training
  - Training recorded in DCPDS using Subject Area Identifier Code (SAID) for civilians and Army Training Requirements And Resources System (ATRRS) for military
  - Individual Command transition managers coordinate/track training with reporting requirements to the Army G-2

# DCIPS Training Plan

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| | HR | Employees | Managers/ Supervisors | Notes |
|---|---|---|---|---|
| **DCIPS 101** | ✓ | ✓ | ✓ | **1 hour web course** |
| **HR Elements & Performance Management** | ✓ | ✓ | ✓ | **Employees – 1-2 days<br>Mgrs/Sup – 2-3 days<br>HR – 3-4 days** |
| **SMART Objectives Workshop** | ✓ | ✓ | ✓ | **2 hour workshop** |
| **Communication Workshop for Managers/Supervisors** | ✓ | | ✓ | **2 hour workshop** |
| **iSuccess DCIPS** | ✓ | ✓ | ✓ | **1 hour web course** |
| **Pay Pool Overview** | ✓ | ✓ | ✓ | **1 hour web course** |
| **Pay Pool Management for** | ✓ | | **(If Pay Pool Member** | **2.5 days (includes simulation exercise)** |

# Notes

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# Performance Management

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# Preparation

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- The Foundation
  - Built over the last two years to prepare the IC for the effective launch of pay modernization
  - Product of extensive interagency collaboration
- Commitment
  - To Strengthen and Transform the IC
  - Integrating its diverse elements into a more cohesive and collaborative enterprise of high performance, to reinforce and reward excellence and expertise, and to ensure internal equity

# The Vision

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- National Intelligence Service
  - Common Mission
  - Values
  - Ethos
- While preserving autonomy and flexibility within the individual components as they carry out their respective missions
- IC Core Values
  - Commitment
  - Courage
  - Collaboration
- Results in the development of a stronger sense of unity and common purpose.
  - *Mission Success*

# Pay Modernization

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- Fundamental shift
  - Rule-bound
  - Time-based system
    - Such as General Schedule GS established 60 years ago
- NICCP
  - Is the overarching performance-based compensation framework for the IC civilian workforce
  - Represents a high-level agreement between the Director of National Intelligence (DNI), heads of the cabinet departments and agencies that have the authority to set the pay for their IC employees.

# IC Pay Modernization Goals

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- Goal 1:  Reinforce and Reward Excellence
- Goal 2:  Strengthen and Transform the IC
- Goal 3:  Ensure Internal Equity across IC Departments, Agencies, and Elements

# Common Elements

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- Occupational structure
  - Establishing IC wide framework that will be used as the basis for classifying IC civilian employees and positions, in conjunction with component-specific classification standards
- Pay Structure
  - Implementing a common, broadband pay structure that will replace the narrower ranges of the GS (or equivalent pay system i.e. GG)
- Performance Management
  - Basing pay, promotion, and bonus decision on performance evaluation ratings, rather than on time in grade under the GS/GG; under the performance-based pay system, employees will progress within a particular pay band based on performance and will advance from one band to another as a promotion
- Pay Administration
  - Determining pay increases associated with pay structure adjustments and setting and adjusting employee base pay under certain circumstances

# System Requirements

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DEFENSE CIVILIAN INTELLIGENCE PERSONNEL SYSTEM

- Common Policies
  - ICD 651 - Performance Management System requirements for the intelligence community civilian workforce
  - Performance Expectations
  - Midterm and Annual Reviews
  - Performance Elements and Ratings

- Safeguards
  - Training – establishing IDP's
  - Evaluation Reviews
  - Reconsideration Mechanisms

# Intelligence Community Directives (ICD)

DCIPS
DEFENSE CIVILIAN INTELLIGENCE PERSONNEL SYSTEM

- ICD 650
  - **National Intelligence Civilian Compensation Program**: Guiding Principles and Framework
- ICD 651
  - **Performance Management System Requirements** for the Intelligence Community Civilian Workforce
- ICD 652
  - **Occupational Structure** for the Intelligence Community Civilian Workforce
- ICD 653
  - **Pay-Setting and Administration Policies** for the Intelligence Community Civilian Workforce
- ICD 654
  - **Performance-Based Pay** for the Intelligence Community Civilian Workforce

# Performance Management Supports

DCIPS
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- Alignment of individual performance objectives to the goals and objectives of the IC organization
- Feedback between employees and supervisors on progress toward accomplishment of those objectives
- Measures and Accountability for individual and organizational performance for accomplishment of objectives
- Fair and Equitable process for appraising and evaluation employee performance
- Identifying developmental needs

# PAA Tool Overview

DCIPS

DEFENSE CIVILIAN INTELLIGENCE PERSONNEL SYSTEM

# Performance Appraisal Application (PAA) Tool Overview Provides

- An overview of the Application
- Information on the DCIPS performance management cycle, phases and elements and how they relate to the DCIPS PAA
- Information on navigating the DCIPS PAA tool

# Terminology

- The PAA is a Department of Defense (DoD) –wide tool used to manage performance under DCIPS and the National Security Personnel System (NSPS). As a result you will notice when you log on that the DCIPS and NSPS share some common screens. For this reason, the terminology used in the DCIPS PAA and NSPS PAA may be slightly different from terminology used in Volume 2011

- The PAA refers to appraisal or assessment, both of which are consistent with evaluation as used in Volume 2011. Higher level reviewer (HLR) corresponds to reviewing official and self-assessment corresponds to self-report of accomplishments.

# Roles and Responsibilities

- Use DCIPS PAA based on your user designation.
- There are three types of users:
  - Employee
  - Rating Official
  - Review Official
- Volume 2011 clearly defines these roles

# My Biz and Workplace Accounts

- In order to use the PAA tool you must have a My Biz or My Workplace account
  - My Biz is the gateway for employees
  - My Workplace is the gateway for rating officials and HLRs
- Rating official and Reviewing Official use DCIPS PAA through My Workplace to conduct activities associated with their subordinates and use DCIPS PAA through My Biz to conduct activities associated with their personal DCIPS performance plan

# Performance Management Cycle

DCIPS
DEFENSE CIVILIAN INTELLIGENCE PERSONNEL SYSTEM

- DCIPS performance management process consists of three phases:
  - Performance planning
    - Corresponds to Creating the performance plan in the DCIPS PAA
  - Managing Performance throughout the evaluation period
    - Corresponds to Midpoint review activities in the DCIPS PAA
  - Evaluation of performance at the end of the performance evaluation period
    - Corresponds to the performance evaluation and rating activities in the DCIPS PAA

# Performance Plan

DCIPS
DEFENSE CIVILIAN INTELLIGENCE PERSONNEL SYSTEM

- Step 1:  Build the Performance Plan (Employee)
- Step 2:  Review the Performance Plan (Rating Official)
- Step 3:  Submit to or Document Reviewing Official approval, if required (Rating Official)
- Step 4: Document Communication Date and Method to Employee (Rating Official)
- Step 5:  Submit to or Document Employee Acknowledgment of Performance Plan (Rating Official)

# Midpoint Review

- Step 1:  Provide Midpoint Review Input (Employee)
- Step 2:  Create Midpoint Review (Rating Official)
- Step 3:  Submit to or Document Reviewing Official approval, if required (Rating Official)
- Step 4:  Document Communication Date and Method to Employee (Rating Official)
- Step 5:  Submit to or Document Employee Acknowledgement of Midpoint Review (Rating Official)

# Rate Performance

- Step 1:  Provide Self-Assessment Input (Employee)
- Step 2:  Create Performance Evaluation (Rating Official)
- Step 3:  Submit to or Document Reviewing Official approval, if required (Rating Official)
- Step 4:  Document Communication Date and Method to Employee (Rating Official)
- Step 5:  Submit to or Document Employee Acknowledgement of Performance Evaluation (Rating Official)

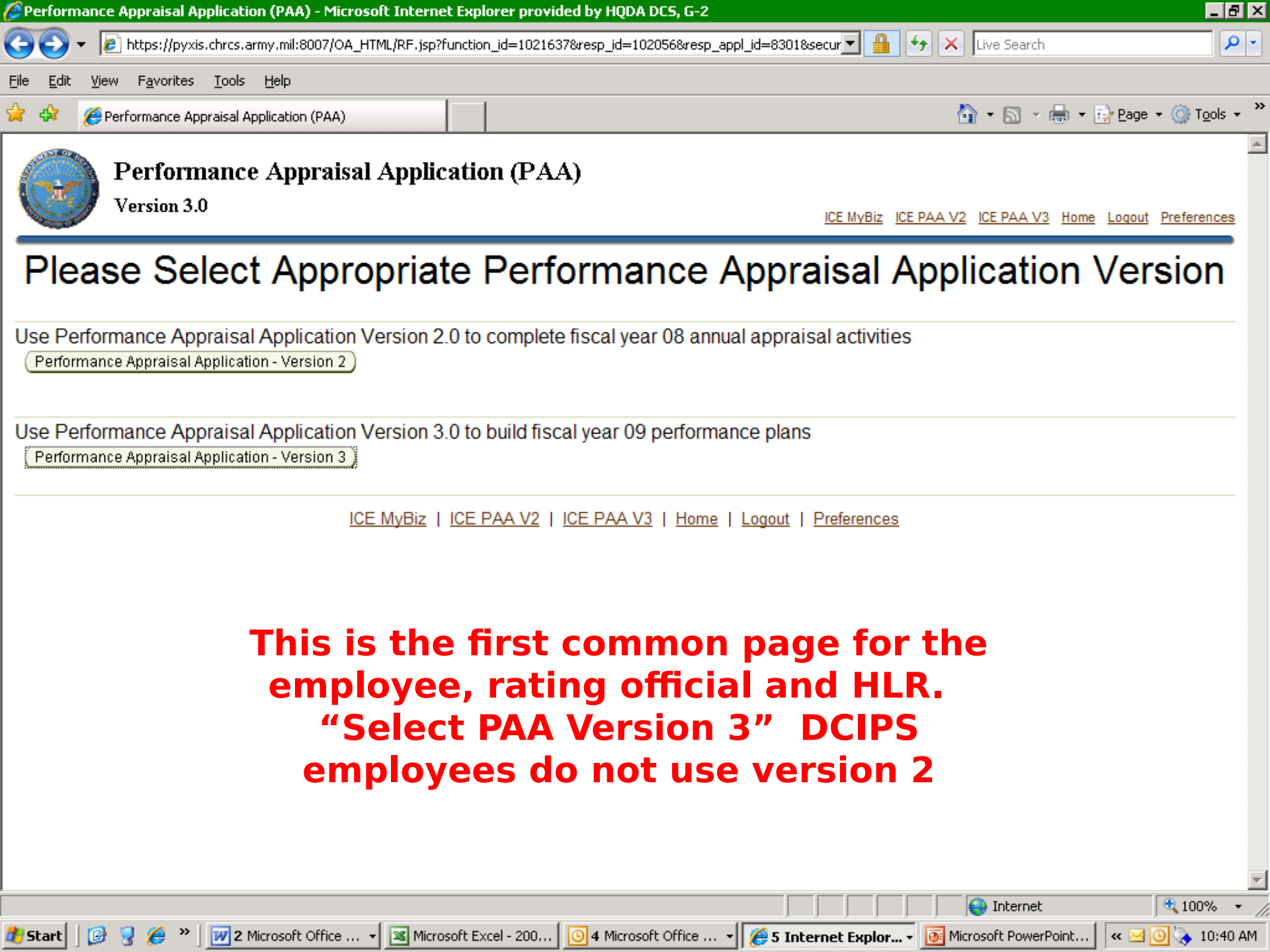
# Special Types of Performance Evaluation

DCIPS
DEFENSE CIVILIAN INTELLIGENCE PERSONNEL SYSTEM

- Closeout Evaluation

- Closeout Early Evaluation
  - These evaluation are only completed when and employee evaluation if required off cycle

- Standard Performance Period is 1 October through 30 September unless an exception is granted by the Under Secretary of Defense Intelligence (USD(I))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ICE MyBiz ICE PAA V2 ICE PAA V3 Home Logout Preferences
Please Select Appropriate Performance Appraisal Application Version
Use Performance Appraisal Application Version 2.0 to complete fiscal year 08 annual appraisal activities
Performance Appraisal Application - Version 2
Use Performance Appraisal Application Version 3.0 to build fiscal year 09 performance plans
Performance Appraisal Application - Version 3
ICE MyBiz | ICE PAA V2 | ICE PAA V3 | Home | Logout | Preferences
This is the first common page for the employee, rating official and HLR.
"Select PAA Version 3" DCIPS employees do not use version 2
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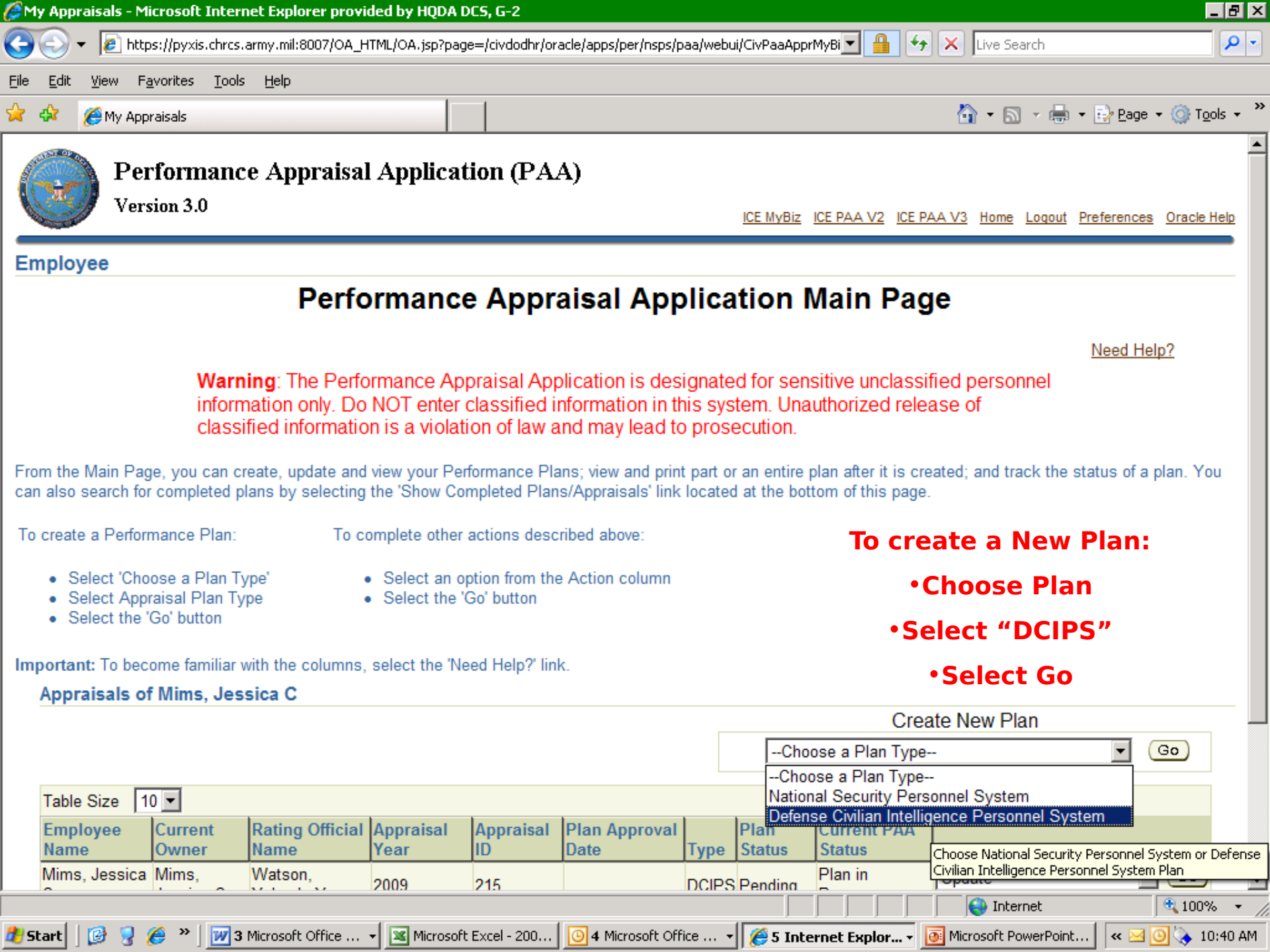
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My Appraisals
Page Tools
Performance Appraisal Application (PAA)
Version 3.0
ICE MyBiz ICE PAA V2 ICE PAA V3 Home Logout Preferences Oracle Help
Employee
Performance Appraisal Application Main Page
Need Help?
Warning: The Performance Appraisal Application is designated for sensitive unclassified personnel information only. Do NOT enter classified information in this system. Unauthorized release of classified information is a violation of law and may lead to prosecution.
From the Main Page, you can create, update and view your Performance Plans; view and print part or an entire plan after it is created; and track the status of a plan. You can also search for completed plans by selecting the 'Show Completed Plans/Appraisals' link located at the bottom of this page.
To create a Performance Plan:
Select 'Choose a Plan Type'
Select Appraisal Plan Type
Select the 'Go' button
To complete other actions described above:
Select an option from the Action column
Select the 'Go' button
To create a New Plan:
•Choose Plan
•Select "DCIPS"
•Select Go
Important: To become familiar with the columns, select the 'Need Help?' link.
Appraisals of Mims, Jessica C
Create New Plan
--Choose a Plan Type--
Go
--Choose a Plan Type--
National Security Personnel System
Defense Civilian Intelligence Personnel System
Choose National Security Personnel System or Defense Civilian Intelligence Personnel System Plan
Table Size 10
Employee Name
Current Owner
Rating Official Name
Appraisal Year
Appraisal ID
Plan Approval Date
Type
Plan Status
Current PAA Status
Mims, Jessica
Mims,
Watson,
2009
215
DCIPS
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File Edit View Favorites Tools Help
Create Performance Plan: Setup Details
Page Tools



# Create Performance Plan: Setup Details

Cancel and Return to Main Page

Need Help?

**The information on this screen is auto-populated. Employee or Rating Official may review the information for accuracy, make changes, and build a new plan.**

## Employee Information

Employee Name **Mims, Jessica C**

Show Employee Details

## Setup Details

Build New Plan

This screen provides information regarding your employee's Appraisal Type and Dates. Update the Appraisal Type and Appraisal Dates, if necessary.

**Important Note:** The Appraisal Period Start Date represents the start of your employee's performance evaluation period under this plan.Certain information such as your pay schedule and pay band will be populated on your appraisal form based on this date. For additional guidance select the 'Need Help?' link. You may:

- Select the 'Build New Plan' button to create a plan.

| | |
|---|---|
| * Appraisal Type | Annual Appraisal - DCIPS |
| * Appraisal Period Start Date | 01-Oct-2008 |
| * Appraisal Period End Date | 30-Sep-2009 |
| Appraisal Effective Date | |
| * Rating Official Name | Watson, Yolanda Y |
| * Higher Level Reviewer Name | Faust, James T |

## Changing Rating Official:

**To change Rating Official /HLR, Select the flashlight icon and choose a different Rating Official or HLR from a list of available choices**



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Live Search
File Edit View Favorites Tools Help
Appraisal Details
Page Tools

DCIPS Performance Appraisal Application (PAA)



## DCIPS PAA

Transfer to Rating Official | Track Progress | Return to Main Page

### Employee Information

Employee Name **Mims, Jessica C**

Show Employee Details

**DCIPS PAA uses a tab interface. The tabs are same for employees, rating officials, HLRs. Each primary tab have sub tabs that identify key activities. Until a performance plan is approved, the sub tabs do not appear**

Plan | Reports/Forms

Plan Details | Mission Goals | Performance Objectives | Performance Elements | Approvals & Acknowledgments

### Plan Details

Need Help?

Change Rating Official and/or Higher Level Reviewer

| | |
|---|---|
| Appraisal Type | **Annual Appraisal - DCIPS** |
| * Appraisal Period Start Date | **01-Oct-2008** |
| * Appraisal Period End Date | **30-Sep-2009** |
| Appraisal Effective Date | |
| Rating Official Name | **Watson, Yolanda Y** |
| Higher Level Reviewer | **Faust, James T** |

| | |
|---|---|
| Performance Plan Approval Date | |
| Plan Last Modified | **29-Jan-2009** |
| Created By | **Mims, Jessica C** |

NEXT>



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Live Search
File Edit View Favorites Tools Help
Appraisal Details
Page Tools

DCIPS Performance Appraisal Application (PAA)



## DCIPS PAA

Transfer to Rating Official | Track Progress | Return to Main Page

### Employee Information

Employee Name **Mims, Jessica C**

Show Employee Details

**On this screen, an employee or rating official may copy and paste, add, update, and view information regarding their organization's goals and priorities. * HLRs May view the information.**

Plan | Reports/Forms

Plan Details | **Mission Goals** | Performance Objectives | Performance Elements | Approvals & Acknowledgments

### Mission Goals

Need Help?

Mission: DAMI-CP is Army's focal point for all aspects of the Defense Civilian Intelligence Personnel System (DCIPS). This includes responsibility for developing personnel management policy, programs, systems, and training. In addition, DAMI-CP represents Army and Intelligence Interests in management of the MI Civilian workforce.

Vision: Exceptional human resource management supported by responsible personnel management policies; sustaining a highly competent and committed work force; accomplishing the military intelligence mission.

(Limit to 1400 characters)

Counter

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Live Search
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Appraisal Details
Page Tools

DCIPS Performance Appraisal Application (PAA)



## DCIPS PAA

Transfer to Rating Official | Track Progress | Return to Main Page

### Employee Information

Employee Name **Mims, Jessica C**

Show Employee Details

**From this screen, an employee or rating official may add, delete, update, and view a performance object. * HLRs may view performance objectives. They cannot change performance objectives.**

Plan | Reports/Forms

Plan Details | Mission Goals | **Performance Objectives** | Performance Elements | Approvals & Acknowledgments

### Performance Objectives

Need Help?

TIP Only "Approved" Performance Objectives will be used to calculate the Performance Evaluation of Record and average score.

Add Performance Objective

| Details | Number | Performance Objective Title | Status | Action | Delete |
|---|---|---|---|---|---|
| | No results found. | | | | |

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Page Tools

DCIPS Performance Appraisal Application (PAA)



## Create/Update Performance Objectives

* Indicates required field

Save | Save and Add Another Performance Objective | Save and Return to Performance Objectives Tab

Need Help?

**Performance Objective Number** 1

*** Performance Objective Title** 0201 Human Resources IA-4

*** Start Date** 01-Oct-2008 (example: 29-Jan-2009)

**Performance Objective Status** NEW

**Date Last Modified**

**From this screen, an employee or rating official assigns a title to the performance objective and copy and paste, add, or update the objective.**

If you need help in writing performance objectives, go to the iSuccess training course.

Effectively develop and revise Army-wide HR policy guidance and instructions in accordance with prescribed objectives and implementation timeline. Work products may include (fill in functional area examples). Work is reviewed to ensure products are well researched, technically sound, thorough (e.g., considered scenarios), properly staffed, clear, aligned with legislative and regulatory authorities, timeliness, and impact on achieving organizational goals.

*** Once a performance objective is approved only a rating official can delete or edit it.**

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Appraisal Details
Page Tools

DCIPS Performance Appraisal Application (PAA)



## DCIPS PAA

Transfer to Rating Official | Track Progress | Return to Main Page

### Employee Information

Employee Name **Mims, Jessica C**

Show Employee Details

**Note**: A performance plan must be created with at least three (3) performance objectives or the DCIPS PAA does not allow the plan to be complete.

Plan | Reports/Forms

Plan Details | Mission Goals | **Performance Objectives** | Performance Elements | Approvals & Acknowledgments

### Performance Objectives

Need Help?

The Performance Plan has pending Performance Objectives. Assessments and Ratings can only be entered for approved Performance Objectives. Please proceed to the 'Re-Approvals & Acknowledgements' tab once the Performance Objectives are ready for approval.

TIP Only "Approved" Performance Objectives will be used to calculate the Performance Evaluation of Record and average score.

Add Performance Objective

Show All Details | Hide All Details

| Details | Number | Performance Objective Title | Status | Action | Delete |
|---|---|---|---|---|---|
| Show | 1 | 0201 Human Resources IA-4 | NEW | Update | |

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File Edit View Favorites Tools Help

Appraisal Details

Page Tools

## Employee Information

Employee Name **Mims, Jessica C**

Show Employee Details

**This screen identifies the mandatory performance elements. There is no action to be taken on this screen**

Plan | Reports/Forms

Plan Details | Mission Goals | Performance Objectives | **Performance Elements** | Approvals & Acknowledgments

### Performance Elements

Need Help?

| Status Code | Descriptor |
|---|---|
| Accountability for Results | Defense Intelligence employees are expected to take responsibility for their work, setting and/or meeting priorities, and organizing and utilizing time and resources efficiently and effectively to achieve the desired results, consistent with their organization's goals and objectives. In addition, IC supervisors and managers are expected to use these same skills to accept responsibility for and achieve results through the actions and contributions of their subordinates and their organization as a whole. |
| Communication | Defense Intelligence employees are expected to effectively comprehend and convey information with and from others in writing, reading, listening, and verbal and non-verbal action. Employees are expected to use a variety of media in communicating and making presentations appropriate to the audience. In addition, IC supervisors and managers are expected to use effective communication skills to build cohesive work teams, develop individual skills, and improve performance. |
| Critical Thinking | Defense Intelligence employees are expected to use logic, analysis, synthesis, creativity, judgment, and systematic approaches to gather, evaluate and use multiple sources of information to inform decisions and outcomes. In addition, IC supervisors and managers are expected to establish a work environment where employees feel free to engage in open, candid exchanges of information and diverse points of view. |
| Engagement and Collaboration | Defense Intelligence employees have a responsibility to provide information and knowledge to achieve results. They are expected to recognize, value, build, and leverage organizationally appropriate diverse collaborative networks of coworkers, peers, customers, stakeholders, and teams within an organization and/or across the Defense Intelligence Components and the IC. In addition, Defense Intelligence supervisors and managers are expected to create an environment that promotes engagement, collaboration, integration, and the sharing of information and knowledge. |
| Personal Leadership and Integrity | Defense Intelligence employees are expected to demonstrate personal initiative and innovation, as well as integrity, honesty, openness, and respect for diversity in their dealings with coworkers, peers, customers, stakeholders, teams, and collaborative networks across the IC. Defense Intelligence employees also are expected to demonstrate core organizational, DoD and IC values, including selfless service, a commitment to excellence, and the courage and conviction to express their professional views. |
| Technical Expertise | Defense Intelligence employees are expected to acquire and apply knowledge, subject matter expertise, tradecraft, and/or technical competency necessary to achieve results. |

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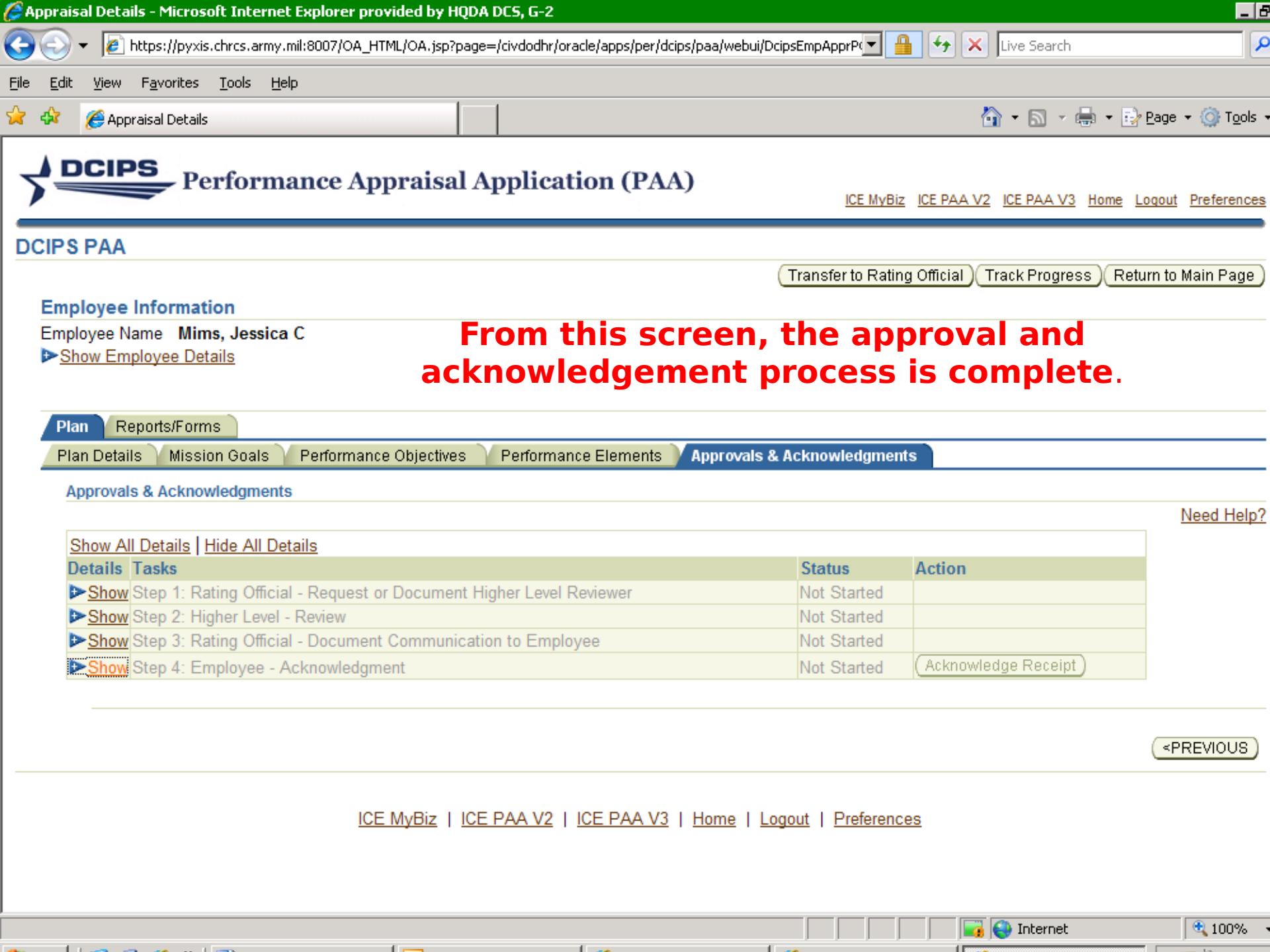
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Live Search
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DCIPS Performance Appraisal Application (PAA)
ICE MyBiz ICE PAA V2 ICE PAA V3 Home Logout Preferences
DCIPS PAA
Transfer to Rating Official Track Progress Return to Main Page
Employee Information
Employee Name Mims, Jessica C
Show Employee Details
From this screen, the approval and acknowledgement process is complete.
Plan Reports/Forms
Plan Details Mission Goals Performance Objectives Performance Elements Approvals & Acknowledgments
Approvals & Acknowledgments
Need Help?
Show All Details | Hide All Details
Details Tasks Status Action
Show Step 1: Rating Official - Request or Document Higher Level Reviewer Not Started
Show Step 2: Higher Level - Review Not Started
Show Step 3: Rating Official - Document Communication to Employee Not Started
Show Step 4: Employee - Acknowledgment Not Started Acknowledge Receipt
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ICE MyBiz | ICE PAA V2 | ICE PAA V3 | Home | Logout | Preferences
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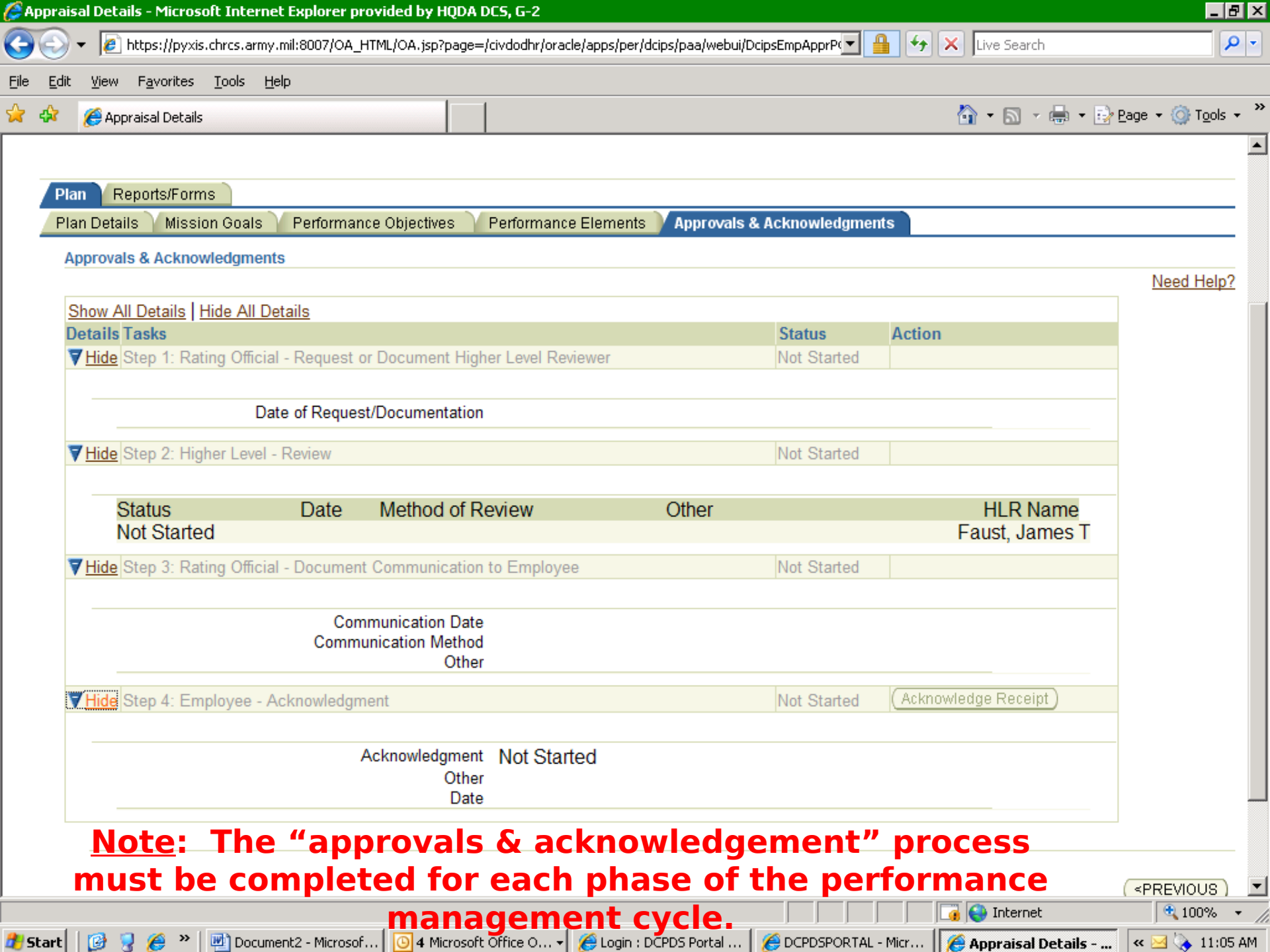
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Live Search
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Performance Objectives
Performance Elements
Approvals & Acknowledgments
Approvals & Acknowledgments
Need Help?
Show All Details | Hide All Details
Details Tasks
Status
Action
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Step 1: Rating Official - Request or Document Higher Level Reviewer
Not Started
Date of Request/Documentation
Hide
Step 2: Higher Level - Review
Not Started
Status
Date
Method of Review
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HLR Name
Not Started
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Step 3: Rating Official - Document Communication to Employee
Not Started
Communication Date
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Step 4: Employee - Acknowledgment
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Note: The “approvals & acknowledgement” process must be completed for each phase of the performance management cycle.
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# Welcome & Review
# Day 2

DCIPS
DEFENSE CIVILIAN INTELLIGENCE PERSONNEL SYSTEM

# Notes

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# Army Policy Development

DCIPS

DEFENSE CIVILIAN INTELLIGENCE PERSONNEL SYSTEM

# Policy Agenda

DCIPS
DEFENSE CIVILIAN INTELLIGENCE PERSONNEL SYSTEM

- Authorities
- Approach
- USD(I) Policy Status
- Policy Working Group (PWG) Process
- Policy Prioritization
- Army Policy Status
- Transition Managers' Role

# Authorities

DCIPS
DEFENSE CIVILIAN INTELLIGENCE PERSONNEL SYSTEM

- The following authorizes the Secretary of Defense to establish an excepted service personnel management system for the intelligence community of the military departments

  - DoD Directives 5104.02, 5143.01, 1400.25, and 1400.35 and pursuant to subchapter I of chapter 83 of title 10, United States Code (U.S.C.)
  - The Intelligence Authorization Act of fiscal year (FY) 1987) (10 USC 1590)
  - Title 10, United States Code (USC) Section 1601-1614

# Approach

DCIPS
DEFENSE CIVILIAN INTELLIGENCE PERSONNEL SYSTEM

- IPMO has convened an internal Policy Working Group (PWG) to create Army policy needed to support DCIPS
- The PWG will prioritize the rewriting of CIPMS Policy in AR 690-13 and will use the DoDI 1400.25 DCIPS Volumes as a basis for the new content
- The goal is to have all interim policy necessary for conversion formally staffed and issued by July 2009

# Approach (cont.)

DCIPS
DEFENSE CIVILIAN INTELLIGENCE PERSONNEL SYSTEM

- The PWG includes members of the IPMO Implementation team in coordination with the ASA (M&RA), OGC, and EEO/IG team

- Two levels of review will ensure stakeholders have an opportunity to comment on each of the policy chapters
  - The first level of review will provide the chapters to TMs for informal comment; the second level of review will be through the formal staffing process.

- This process  will enable the PWG to identify and adjudicate content issues as quickly as possible

# Policy References

- Policy references for consideration:
  - USD(I) Volumes and ICDs
  - CIPMS
  - NAV INTEL
  - NSPS

- If needed:  5 CFR, Title 5, Title 10, additional Army policies, etc.

# USD(I) Policy Status

DCIPS
DEFENSE CIVILIAN INTELLIGENCE PERSONNEL SYSTEM

- Signed
  - *Volume 2001 – DCIPS Introduction*
- Formal Coordination Complete, Awaiting OGC concurrence
  - *Volume 2007 – Occupational Structure (Interim signed)*
  - *Volume 2011 – Performance Management (Interim signed)*
- Formal Coordination
  - *Volume 2008 – Awards*
  - *Volume 2009 – Employment Relations*
  - *Volume 2012 – Performance-based Pay*
- Awaiting USD(P&R) Release for Formal Coordination
  - *Volume 2005 – Employment and Placement (Interim signed)*
  - *Volume 2006 – Compensation Administration*

# PWG Process for Policy Revision

DCIPS
DEFENSE CIVILIAN INTELLIGENCE PERSONNEL SYSTEM

**Create Policy Shell**

- Use USD(I) volumes and CIPMS policy as a basis for the Army Policy Shell, using Army format
- Identify those areas where Army specific decisions or variations must be decided upon
- Create an issue analysis document that provides the issue or decision to be made, the impact, comparison of the reference policies, and proposed language

**Present to Working Group**

- Using the issue analysis document and the shell policy, working group members make decisions regarding the content of Army Policy
- All decisions are recorded in issue analysis document, including modifications to proposed language

**Revise**

- Using decisions made by working group, revise shell policy

**Issue draft for Informal Comment**

- Government POC will send out a tasker to review the document for Informal Comment – and include a 5 day period. Use form 818 for comments tracking.
- Include commands, G-1, ASA (M&RA), OGC, and EEO in distribution list

# PWG Process for Policy Revision (cont.)

DCIPS
DEFENSE CIVILIAN INTELLIGENCE PERSONNEL SYSTEM

**Adjudicate Informal Comments**

- Update issue analysis document by separating issues for each section collected during the comment period
- All decisions are recorded in the analysis document, including modifications to proposed language
- Revise policy shell

**If needed, request exceptions from USD(I)**

- Create a memo to the USD(I) describing the issue and the justification for the waiver
- Follow up with the USD(I) and integrate feedback into the policy

**106 Process – Formal Staffing**

- Collect all drafted policies and combine into a single document that includes CIPMS policies not yet modified.
- Government POC will invoke process 106 to review the document in Formal Staffing– to include a 45 day review period. Use form 818 for comments tracking.
- Include commands, G-1, ASA (M&RA), OGC, and EEO in distribution list

**Adjudicate Formal Comments**

- Update issue analysis document by separating issues for each section collected during the comment period
- All decisions are recorded in the analysis document, including modifications to proposed language
- Revise policy shell

**Submit for Final Approval**

- Submit to ASA(M&RA) for final approval and the policy will be published from the Secretary of the Army.

# Policy Prioritization

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- The PWG will issue a new chapter for informal review every few weeks in the following order:

1. **Introduction & Responsibilities** *[Vol. 2001- Intro]*
2. **Performance Management** *[Vol. 2011 – Performance Mgmt.]*
3. **Position Management and Classification** *[Vol. 2007 – Occupational Structure]*
4. **Employment and Placement** *[Vol. 2005 – Employment & Placement]*
5. **Compensation** *[Vol. 2006 – Compensation Administration]*
6. **Performance Recognition and Incentive Awards** *[Vol. 2008 – Awards]*
7. **Management – Employee Relations** *[Vol. 2009 – Employee Relations*

# Policy Prioritization (cont.)

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- Additionally, the following areas - not covered by USD(I)- will also be addressed:
  - Special Termination Authority
  - Technical Services
  - Equal Opportunity and Affirmative Action
  - Career Management
  - Grandfathering Career Ladders
  - New “Professional Advancement” policy

# Army Policy Status

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| Chapter | Status |
|---|---|
| Introduction and Responsibilities | Out for informal review 29 Jan–suspense 5 Feb |
| Performance Management | Out for informal review 4 Feb–suspense 11 Feb |
| Position Mgmt & Classification | Being drafted |

# Transition Managers Role

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- A key to the successful creation of strong policy documents in preparation for the DCIPS implementation will be in your active review and participation in policy issue discussions

- As Transition Managers, it is your responsibility to ensure that anyone who should comment on these policy changes does so in the time allotted

- Please also ensure that if there is no feedback, that you reply with “no comment” to help the PWG track all stakeholder involvement

# Notes

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# Occupational Structure

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# Occupational Structure Agenda

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- Director of National Intelligence Requirements
- Under Secretary of Defense for Intelligence Requirements
- Department of the Army, G-2 Requirements
- Questions

# Director of National Intelligence Requirements

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- Identify occupations and associated criteria that are common to all IC employees and incorporate them into Intelligence Community (IC) occupational directories
- Establish common, core policies and processes for the occupational structures within the IC
- Allows the heads of the executive departments and independent agencies to develop, implement, and administer classification policies and practices according to the IC occupational structure
- Allows the heads of the executive departments and independent agencies to apply the IC occupational structure, common occupations, and occupational criteria

# Under Secretary of Defense Requirements

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- Ensure DCIPS occupational structure is consistent with Office of the Director of National Intelligence (ODNI) guidance
- Establishes core policies, definitions, responsibilities, and delegations for the design and administration of the Defense Civilian Intelligence Personnel System (DCIPS) occupational structure
- Implements the DCIPS pay band structure
- Ensure Defense Intelligence Components' work and workforce is consistent with mission requirements as well as the budget
- Ensure pay bands 4 and 5 contain no more than 55 percent of authorized GG/GS strength, with not more than 15 percent of positions allocated to Pay Band 5

# Army G-2 Requirements

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- Ensure DCIPS occupational structure is consistent with ODNI and DoD guidance
- Implement the provisions of DoDI 1400.25-V2007 Develop Department of Army guidance to implement DCIPS occupational structure
- Monitor Department of Army compliance with not more than 55 percent of authorizations in pay bands 4 and 5 and not more than 15 percent of authorizations in pay band 5
- Submit Department of Army waiver request to the USD(I)

# DCIPS Conversion Occupational Structure

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- **Technician/Administrative Support Positions**
  - GG-01 through GG-07 shall convert to pay band 1
  - GG-08 through GG-10 shall convert to pay band 2
  - GG-11 and above shall convert to pay band 3
  - Positions at any grade whose primary responsibilities are supervisory shall convert to pay band 3
  - Positions with limited work leadership responsibilities (less than full supervisory responsibility for planning a work unit's functions, assigning and reviewing subordinates' work, and performing supervisory personnel functions) shall convert to pay bands in accordance with their GG grade as shown above

# DCIPS Conversion Occupational Structure

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- **Professional Positions**
  - GG-05 through GG-10 shall convert to pay band 2

- **Professional and Supervisory/Management Positions**
  - GG-11 through GG-13 step 2 shall convert to pay band 3
  - GG-13 step 3 through GG-14 shall convert to pay band 4
  - GG-15 shall convert to pay band 5

# Mapping Pay Bands to Work Categories and Work Levels

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| Pay Bands and Salary Ranges* | Work Categories | | |
|---|---|---|---|
| | Technician/ Administrative Support | Professional | Supervision/Management |
| Pay Band 1 $17,540 – $45,753 | Entry/ Developmental Level | | |
| Pay Band 2 $33,477 – $61,628 | Full Performance Level | Entry/ Developmental Level | |
| Pay Band 3 $49,544 - $96,509 | Senior Level | Full Performance Level | Supervisor/Manager Level |
| Pay Band 4 $70,615 – $114,047 | | Senior Level | Supervisor/Manager Level |
| Pay Band 5 $98,156 - $134,148 | | Expert Level | Supervisor/Manager Level |

*Salary ranges are for Base Pay rate and do not include a Local Market Supplement (LMS)

# Post-Conversion Occupational Structure

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- DCIPS Mission Categories
  - Collection and Operations
  - Processing and Exploitation
  - Analysis and Production
  - Research and Technology
  - Enterprise Information Technology
  - Enterprise Management and Support
  - Mission Management
- DCIPS Work Levels
  - Entry/Developmental
  - Full Performance
  - Senior
  - Expert
- Work Categories
  - Technician/Administrative Support
  - Professional
  - Supervision/Management

**By the beginning of CY 2010, all DCIPS positions shall be reclassified to the DCIPS Occupational Structure**

# Notes

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# Pay Pool Update

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# Pay Pool Agenda

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- Pay Pool Process
- Basic Phases and Key Roles
- Salary Increases and Bonus Decisions
- Compensation Workbench
- The Way Ahead

# DCIPS Performance Management

1. **Plan**—planning to link performance with compensation
2. **Monitor**—observing performance
3. **Develop**—developing employees
4. **Rate**—end-of-year performance evaluations
5. **Reward**—Pay pools and payout decisions

# Pay Pool Process

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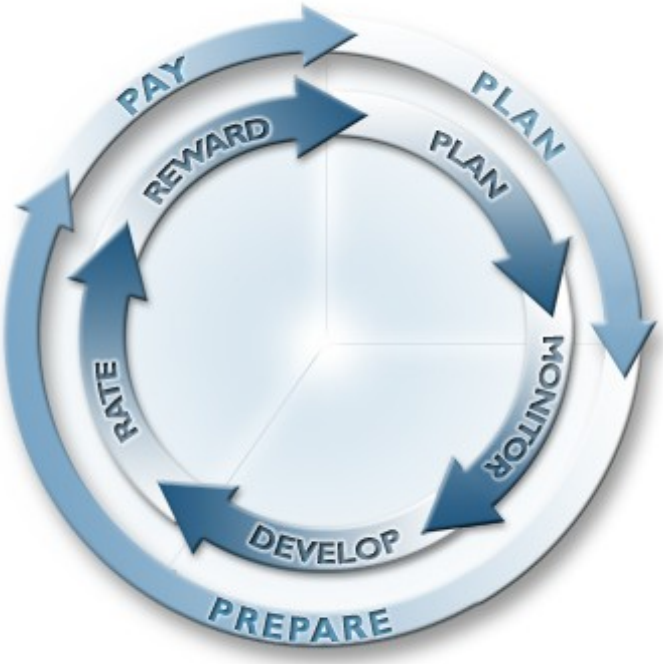
**Pay**

- Reach shared understanding of performance standards and acknowledgement of the organization goals/achievements.
- Make and review final payout determinations for salary increases and bonuses.
- Establish a plan for communicating payout decisions to employees.



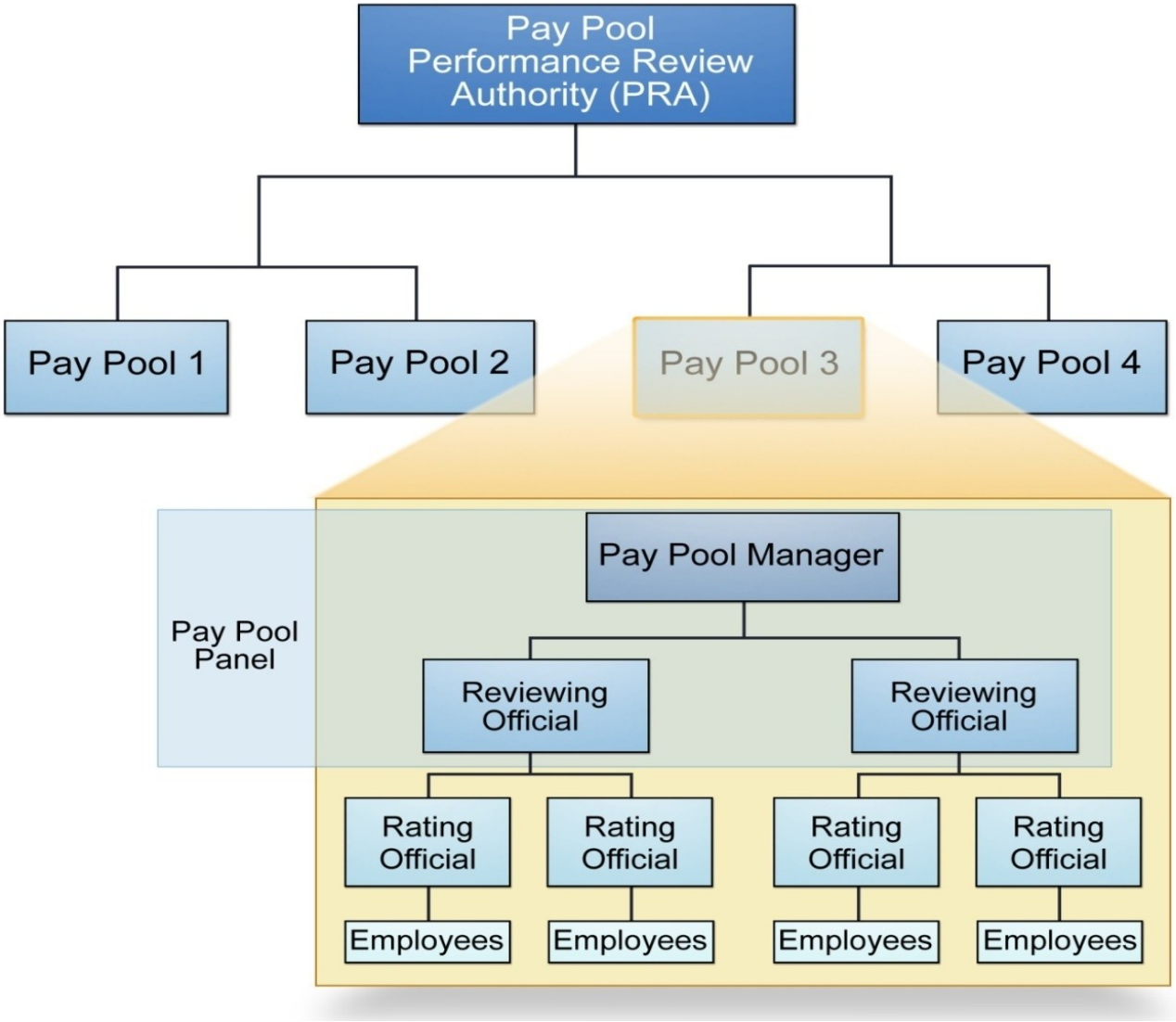

**Plan**

- Communicate organizational goals and priorities.
- Establish/confirm pay pool hierarchies.
- Communicate pay pool information to employees.

**Prepare**

- Evaluate and fine-tune processes and business rules.
- Conduct mock pay pool with midpoint results.
- Focus on reaching shared understanding.

# Key Players


Pay Pool Performance Review Authority (PRA)
Pay Pool 1
Pay Pool 2
Pay Pool 3
Pay Pool 4
Pay Pool Panel
Pay Pool Manager
Reviewing Official
Reviewing Official
Rating Official
Rating Official
Rating Official
Rating Official
Employees
Employees
Employees
Employees

# Pay Pool Timeline

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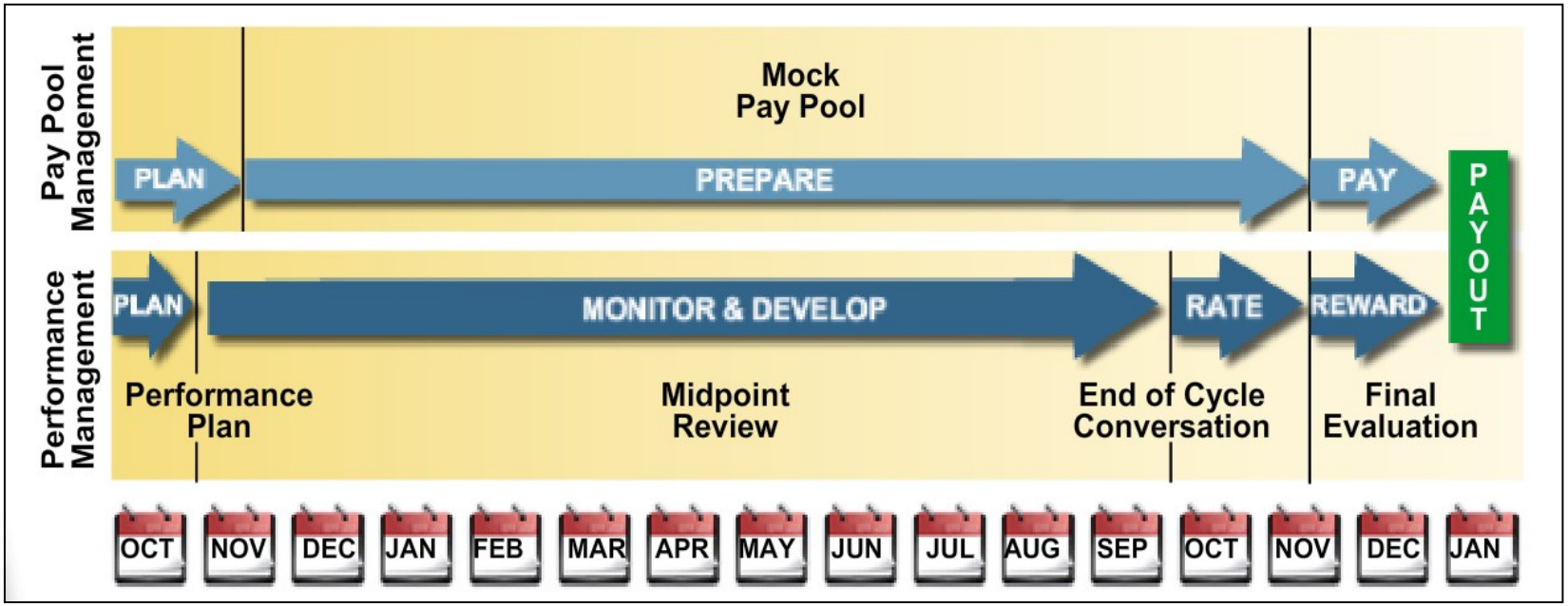

# Inputs into Salary Increase and Bonus Payouts

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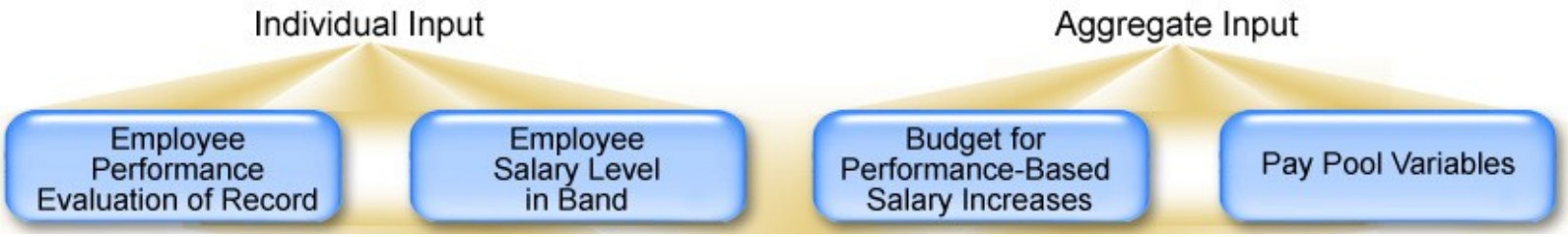
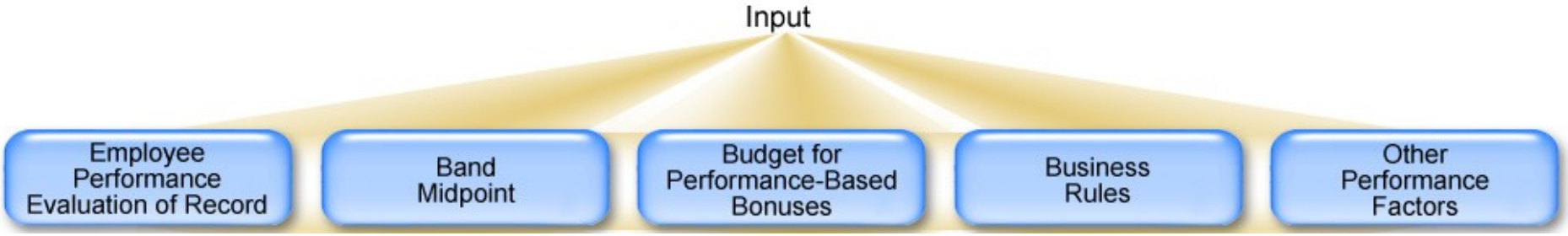
## Salary increase inputs:




## Bonus inputs:



# DCIPS Compensation Workbench (CWB): Salary Recommendations

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| 11 | Last Name | First Name | Pay Band | Overall Average Rating | Rating of Record | Rating Descripion | End Cycle Base Pay | Base Pay + Salary Increase Floor | Initial Performacne Salary Inc $ | Intial Performance Salary Incr % | Pef. Salary Increase Adjustment | Perf. Salary Adjustment Justification | Performance Salary Increase (%) | Total Salary Increase ($) |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 13 | Hampton | Joshua | 3 | 4.8 | 5 | Outstanding | $65,150 | $67,040 | $3,999 | 6.14% | | | 6.14% | $5,889 |
| 14 | Jones | Zena | 2 | 4.3 | 4 | Excellent | $40,300 | $41,469 | $2,145 | 5.32% | | | 5.32% | $3,314 |
| 15 | Wriggs | Robert | 4 | 4.3 | 4 | Excellent | $85,850 | $88,340 | $3,796 | 4.42% | | | 4.42% | $6,286 |
| 16 | Duvall | Eva | 3 | 4.2 | 4 | Excellent | $85,578 | $88,060 | $2,250 | 2.63% | | | 2.63% | $4,732 |
| 17 | Hoffman | Edward | 4 | 4.2 | 4 | Excellent | $100,397 | $103,309 | $3,066 | 3.05% | | | 3.05% | $5,978 |
| 18 | Cobb | Alison | 4 | 4.1 | 4 | Excellent | $83,950 | $86,385 | $3,451 | 4.11% | | | 4.11% | $5,886 |
| 19 | Sherman | Darlene | 3 | 3.9 | 4 | Excellent | $70,397 | $72,439 | $2,253 | 3.20% | | | 3.20% | $4,295 |
| 20 | Leggett | Marjorie | 4 | 3.8 | 4 | Excellent | $89,397 | $91,990 | $2,633 | 2.95% | | | 2.95% | $5,226 |
| 21 | Blackburnk | Kevin | 3 | 3.7 | 4 | Excellent | $89,397 | $91,990 | $1,520 | 1.70% | | | 1.70% | $4,113 |
| 22 | Lansing | June | 3 | 3.5 | 3 | Successful | $54,350 | $55,927 | $2,084 | 3.83% | | | 3.83% | $3,661 |
| 23 | Zeigler | Adam | 3 | 3.5 | 3 | Successful | $65,485 | $67,385 | $1,730 | 2.64% | | | 2.64% | $3,630 |
| 24 | Burton | Pam | 3 | 3.4 | 3 | Successful | $73,488 | $75,620 | $1,387 | 1.89% | | | 1.89% | $3,519 |
| 25 | Grayson | Frank | 3 | 3.4 | 3 | Successful | $88,397 | $90,961 | $1,153 | 1.30% | | | 1.30% | $3,717 |
| 26 | Smith | Pamela | 2 | 3.4 | 3 | Successful | $45,235 | $46,547 | $955 | 2.11% | | | 2.11% | $2,267 |
| 27 | Allen | Robert | 4 | 3.3 | 3 | Successful | $89,307 | $91,897 | $1,622 | 1.82% | | | 1.82% | $4,212 |
| 28 | McFadden | Jason | 3 | 3.2 | 3 | Successful | $62,846 | $64,669 | $1,261 | 2.01% | | | 2.01% | $3,084 |
| 29 | Shipley | Paula | 3 | 3.2 | 3 | Successful | $58,488 | $60,185 | $1,355 | 2.32% | | | 2.32% | $3,052 |
| 30 | Shay | Karl | 4 | 3.0 | 3 | Successful | $105,397 | $108,454 | $859 | 0.82% | | | 0.82% | $3,916 |
| 31 | Taylor | Michelle | 4 | 2.4 | 2 | Min Successful | $101,397 | $104,338 | $0 | 0.00% | | | 0.00% | $2,941 |
| 32 | Hill | Brian | 3 | 2.4 | 2 | Min Successful | $77,500 | $78,849 | $0 | 0.00% | | | 0.00% | $1,349 |

# CWB: Bonus Recommendations

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| 11 | Last Name | First Name | Overall Average Rating | Rating of Record | Rating Description | Awards Received This Rating Period | Total $ of Awards Received | Initial Shares (Threshold) | Initial Bonus $ (Threshold) | Initial Bonus % (Threshold) | Final Shares | Final Bonus $ | Final Bonus % | Bonus Adjustment $ | Bonus Adjustment Justification | Total Bonus $ | Total Bonus % |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 13 | Hampton | Joshua | 4.8 | 5 | Outstanding | | | 5.33 | $3,802 | 5.36% | 5.33 | $3,636 | 5.12% | | | $3,636 | 5.12% |
| 14 | Jones | Zena | 4.3 | 4 | Excellent | | | 3.67 | $1,704 | 3.69% | 3.67 | $1,630 | 3.53% | | | $1,630 | 3.53% |
| 15 | Wriggs | Robert | 4.3 | 4 | Excellent | 2 | $4,000 | 3.67 | $3,309 | 3.69% | 3.67 | $3,165 | 3.53% | | | $3,165 | 3.53% |
| 16 | Duvall | Eva | 4.2 | 4 | Excellent | | | 3.33 | $2,375 | 3.35% | 3.33 | $2,272 | 3.20% | | | $2,272 | 3.20% |
| 17 | Hoffman | Edward | 4.2 | 4 | Excellent | | | 3.33 | $3,003 | 3.35% | 3.33 | $2,872 | 3.20% | | | $2,872 | 3.20% |
| 18 | Cobb | Alison | 4.1 | 4 | Excellent | | | 3.00 | $2,705 | 3.01% | 3.00 | $2,587 | 2.88% | | | $2,587 | 2.88% |
| 19 | Sherman | Darlene | 3.9 | 4 | Excellent | | | 2.33 | $1,662 | 2.34% | 2.33 | $1,589 | 2.24% | | | $1,589 | 2.24% |
| 20 | Leggett | Marjorie | 3.8 | 4 | Excellent | | | 2.00 | $1,803 | 2.01% | 2.00 | $1,725 | 1.92% | | | $1,725 | 1.92% |
| 21 | Blackburnk | Kevin | 3.7 | 4 | Excellent | | | 1.67 | $1,191 | 1.68% | 1.67 | $1,139 | 1.60% | | | $1,139 | 1.60% |
| 22 | Lansing | June | 3.5 | 3 | Successful | | | 1.00 | $713 | 1.00% | 1.00 | $682 | 0.96% | | | $682 | 0.96% |
| 23 | Zeigler | Adam | 3.5 | 3 | Successful | | | 1.00 | $713 | 1.00% | 1.00 | $682 | 0.96% | | | $682 | 0.96% |
| 24 | Burton | Pam | 3.4 | 3 | Successful | | | | | | | | | | | | |
| 25 | Grayson | Frank | 3.4 | 3 | Successful | | | | | | | | | | | | |
| 26 | Smith | Pamela | 3.4 | 3 | Successful | | | | | | | | | $1,000 | | $1,000 | 2.16% |
| 27 | Allen | Robert | 3.3 | 3 | Successful | | | | | | | | | | | | |
| 28 | McFadden | Jason | 3.2 | 3 | Successful | | | | | | | | | | | | |
| 29 | Shipley | Paula | 3.2 | 3 | Successful | | | | | | | | | | | | |
| 30 | Shay | Karl | 3.0 | 3 | Successful | | | | | | | | | | | | |
| 31 | Taylor | Michelle | 2.4 | 2 | Min Successful | | | | | | | | | | | | |
| 32 | Hill | Brian | 2.4 | 2 | Min Successful | | | | | | | | | | | | |

# Army Approach for the Way Ahead

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- Prior to the Mock Pay Pools in Feb/ Mar 2010 the following will be accomplished:

- Create Guidance for Pay Pools
  - Lifecycle Timeline and Milestones
  - Strategy for creating pay pools
  - Strategy for assigning pay pool members
  - Define Roles and Responsibilities (Pay Pool Managers and Members)
  - Define Role and Responsibilities for PRA
  - Processes and procedures for deliberations

- Investigate customizing Pay Setting Tool

- Create pay pools, assign managers and employees to pay pools



- Finalize Performance Based Compensation Policy

# Communication Activities

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# Accomplishments to Date

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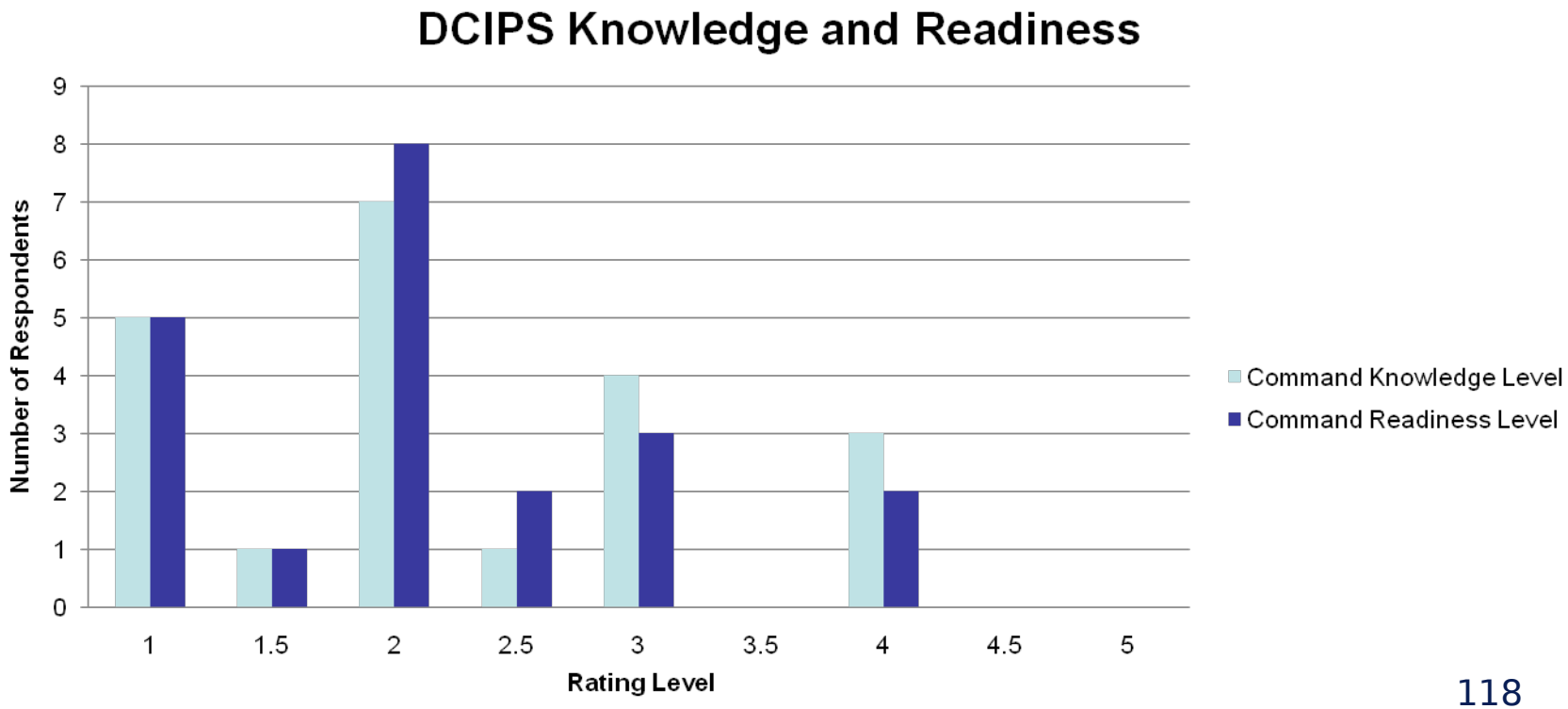
- Developed and approved Army G-2 DCIPS Communication Strategy
- Conducted Town Hall events and Executive Road Shows
  - Ft. Myer, VA, Key West, FL, Pentagon
- Released DCIPS Overview Toolkit in January 2009
- Released two DCIPS “EYE” Newsletters

# Communications Strategy

- Provide Army G-2 a framework for DCIPS communication activities within Army Intel
- Establish a process for developing key messages in a clear, relevant, meaningful, and timely way to stakeholders
- Utilize Transition Managers to push communications out to DCIPS employees within their command

# Stakeholder Feedback

- Transition managers indicate that a low level of knowledge and readiness currently exists regarding DCIPS implementation
- 43% of Transition Managers felt that an overall lack of communication and guidance regarding DCIPS implementation was present






*Data acquired from TM interviews (Oct/Nov 2008)

# Communication Pillars of Success

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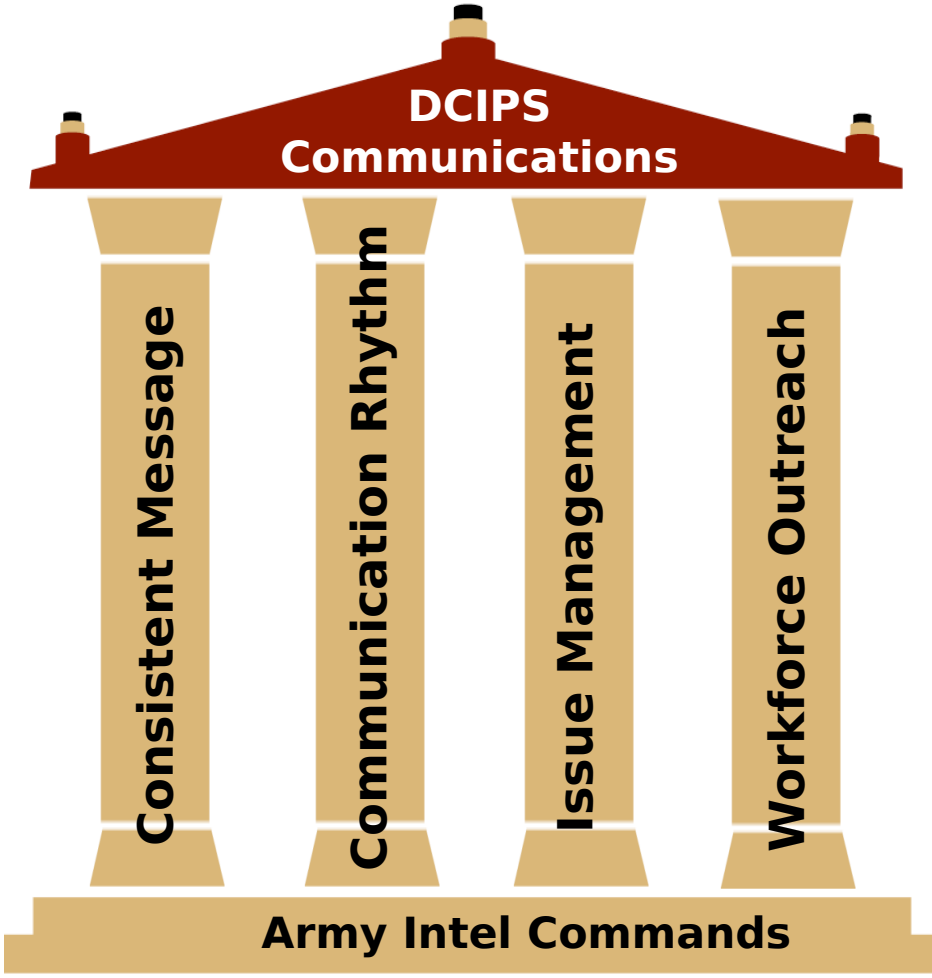
- Create and control the DCIPS message
- Establish a "communication rhythm"
- Manage issues and provide guidance
- Regular workforce outreach
  - Establish the "face of DCIPS"
  - Executive Road Shows/Town Halls



# Communications Vehicles – Internet Presence

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| Vehicle | Description |
|---|---|
| **IPMO DCIPS Web Site** | • Serves as a central communication tool for the DCIPS initiative<br>• Site can be accessed via NIPRNET, SIPRNET and JWICS |
| **DCIPS Mailbox** | • Employees can e-mail questions to the DCIPS Mailbox on NIPRNET at dcips@us.army.mil |
| **E-mail Correspondence** | • The IPMO DCIPS Implementation Team will disseminate periodic e-mails to educate the workforce about various topics surrounding DCIPS implementation |

# Communications Vehicles – Print Media

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| Vehicle | Description |
|---|---|
| **DCIPS Toolkits** | • Five key toolkits will be developed to address an overview of DCIPS, training, policy, performance management and pay pools<br>• Each toolkit includes documents such as talking points, briefings, templates, DCIPS handbook.<br>• Other toolkits will be created on an ad-hoc basis based on implementation needs |
| **IPMO DCIPS Newsletter** | • The newsletter includes articles on the DCIPS implementation process<br>• Articles provide updates on the process and inform employees on how they will be affected by the changes |
| **Marketing Collateral** | • This includes fact sheets, brochures, table tents, posters, FAQs, and other key documents<br>• Distributed to command locations to provide visual reminders of the initiative and improve awareness |

# Communications Vehicles – Workforce Outreach

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| Vehicle | Description |
|---|---|
| **Town Halls** | • The IPMO DCIPS Implementation Team, in conjunction with TMs will organize town hall briefings to increase awareness and understanding of DCIPS, provide employees an opportunity to ask questions, and disseminate information<br>• Town hall briefings are scheduled for National Capital Region (NCR) locations and other high occupancy target markets |
| **Executive Road Shows** | • Executive Road shows are briefings to educate senior Army Intelligence employees within various commands about DCIPS |
| **VTCs/Teleconference** | • Bi-weekly VTC/teleconferences provides Transition Managers the opportunity to share issues they are facing with other Transition Managers in order to obtain advice and feedback |
| **Special Events** | • Ad-hoc events to educate key stakeholders are scheduled, as necessary.<br>• Host 4-5 February Transition Manager Summit |

# Communications Vehicles – Issue Management

| Vehicle | Description |
|---|---|
| **DCIPS Issue List** | • The IPMO DCIPS Implementation Team will identify, monitor, and communicate issues to Army IPMO leadership.<br>• Develop and manage DICIPS Issue list to ensure issues are managed |
| **Response Management** | • The IPMO DCIPS Implementation Team will develop responses (briefs, memos, talking points) to address key issues that affect DCIPS implementation |

# Communications Way Ahead

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- **Conduct Additional Town Hall events and Executive Road Shows**
  - Ft. Belvoir, VA (11 Feb 2009)
  - Ft. Huachuca, AZ (20 Feb 2009)
  - Ft. McPherson/Ft. Gordon (VTC)
  - Ft. Bragg, NC (3 Mar 2009)
  - Red Stone Arsenal, AL (17 Mar 2009)
  - Ft. Monroe, VA (24 Mar 2009)
  - Ft. Sam Houston, TX (4 May 2009)
  - Ft. Leavenworth, KS (TBD)
  - Additional OCONUS (Germany, UK, Korea)
  - Hawaii (June)
- **Release additional communication toolkits**
  - Performance Management
  - Training
  - Policy
  - Pay Pool
- **Release monthly DCIPS "EYE" Newsletter**

# Conversion Readiness Panel

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# BETA Group Overview

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# Summit Feedback Survey

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# Closing Remarks

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